THE CORPORATION OF THE VILLAGE OF MONTROSE

POLICY TITLE: Credit Card Policy POLICY #1630

POLICY STATEMENT:

It is the policy of Council to use our Credit Card Account only in instances when it is not convenient for cheques to be used.

POLICY BACKGROUND:

The Village has traditionally paid for transactions by cheque. There are some instances when this is not viable, for example, when renewing software on the internet, when prebooking rooms as a guarentee, etc. The Village then uses a Visa Credit Card.

POLICY GOAL:

It is the goal of this policy to put checks and balances in place to manage and control the use of our Visa Credit Card

POLICY OBJECTIVES:

1. All Visa Credit Card expenditures will be assigned a cheque number and will be included on the Accounts Payable list reported to Council.

Initially approved at meeting #30-05 on October 17, 2005.
Last reviewed and confirmed unchanged at meeting #39-22, October 17, 2022
Last reviewed and amended at meeting #30-20, October 19, 2020
Reviewed and confirmed unchanged at meeting #31-26, October 19, 2026.
Next scheduled review on October 18, 2026