



POLICY

BANK CREDIT CARDS	
Policy No. 140-002	Supersedes Policy Number: Not Applicable
Effective Date 1996-08-19; 1998-02-16 Amended; 2003-07-21 Amended; 2012-09-17 Amended	Approval By Council Resolution No. 25-08-96; 18-02-98; 12-07-03; 07-09-12

1.0 Purpose

The purpose of this policy is to provide an alternative method of payment for those limited circumstances where traditional payable processing is not possible or practical. These circumstances would include situations such as:

- On line purchases;
- Conference bookings, both accommodations and registration;
- Suppliers that only take payment by credit card, or where a credit account has not been set up at the time the purchase is to made;
- Emergency purchases;
- Low dollar purchases of a routine nature where no petty cash is available.

2.0 Scope

This Policy is applicable to Town of Wolfville staff entrusted with the use of the Town's Bank Credit Cards.

3.0 References

- 3.1 Nova Scotia Municipal Government Act
- 3.2 Town of Wolfville Procurement Policy 140-001

4.0 Definitions

- 4.1 **Council** means the Town Council of the Town of Wolfville.
- 4.2 **Town** means the Town of Wolfville.

5.0 Policy

- 5.1 Council shall annually, by way of resolution, establish the maximum credit limit to be established with the Town's banking institution for the following 12 months.



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- 5.2 A maximum of three cards will be issued at any one time. It is intended that one card will cover the Town Hall complex requirements, one card will cover Fire Hall requirements and the other will cover the needs of the Dykeland Street Facility.
- 5.3 Purchases are to made in accordance with the Town's Purchasing Policy and within the limits set by any other policy of the Town.
- 5.4 Individual cards will have an overall limit of \$5,000. This limit may be increased temporarily when circumstances require, e.g. UNSM conference bookings. The Director of Financial Services will amend the \$5,000 limit for a period sufficient to cover the dollar threshold needed, and will reset the limit back to \$5,000 thereafter.

A handwritten signature in blue ink, appearing to read 'M. M. Maudin', is written above a horizontal line.

CAO

March 10, 2016

Date