

Policies and Procedures

Section: Governance	Policy Number: 2016-01
Subject: Credit Card Policy	Approved by: Board of Directors
Original Effective Date: June 8, 2011	Revision Dates: June 13, 2016; April 14, 2020

Chairperson

Date

Credit Card Policy - draft

Purpose

A credit card provides the Algoma NPLC **ED-NP Lead** with the ability to effectively and efficiently make purchases in relation to the approved annual budget.

Policy

1. No credit cards will be issued except that in the name of the **ED-NP Lead**.
2. No employee is authorized to use the credit card except the **ED-NP Lead** or those specifically designated by the **ED-NP Lead**.
3. The card will not have a credit limit of over \$10,000.00

The card may not be used for anything but the purchase of goods or services for official business of the Algoma NPLC.
5. All purchases will be within the current approved budget line item amounts.
6. The person issued the card is responsible for its protection and custody, and shall immediately notify the credit card company and Board Chair if it is lost or stolen.
7. The person issued the card must immediately surrender the card to the current Board Chair or Vice Chair when affiliation with the Algoma NPLC has ended.
8. The person using the credit card for purchases that cannot be substantiated as a necessary purchase for official business will be subject to disciplinary action and full responsibility for the owed amount.

Policies and Procedures

Section: Governance	Policy Number: 2011-04
Subject: Code of Conduct	Approved by: Board of Directors
Original Effective Date: June 8, 2011	Revision Dates: July 13, 2011

Report Requirements

- A. Credit card statements, along with receipts for all items to be paid by the Algoma NPLC, will be reconciled on a monthly basis by the **ED-NP Lead**. Receipts must show the date, purpose and name(s) for which the expense was incurred.
- B. Credit card statements and reconciliations will be reviewed for accuracy monthly by the Treasurer or Board Chair in the Treasurer's absence.