

## **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 guarantee, 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 #30-23, October 16, 2023.

Next scheduled review on October 21, 2024