
Debit Card and Credit Card Policy

Policy Number:	2023-03
Intent to Consider:	1 st February 2023
Effective Date:	TBA
Approval by Commission:	13 th February 2023
Supersedes:	n/a
Amended:	n/a

Purpose

- 1.1 To provide guidance for the use of a bank issued debit card and corporate credit card by the Village of Pugwash. This will comply with the Village policies on expenditure, signing authority, audit committee and procurement.

Definitions

- 2.1 **Clerk Treasurer** means the person appointed and employed by the Village as Clerk Treasurer as described in the Municipal Government Act.
- 2.2 **Credit Card** means the Corporate Credit Card issued to the Village by the local banking institution (Scotiabank). Interest is applied monthly.
- 2.3 **Debit Card** means the banking card issued by Scotiabank to be used for banking transactions and instantaneous debit purchases.
- 2.4 **Debit/credit cards** means either the Debit Card or Credit Card issued to the Village by Scotiabank.
- 2.7 **Village** means the Village of Pugwash.
- 2.8 **Village Commission** and **Village Commissioner** have the same meanings as defined in the Municipal Government Act.

General

- 3.1 The Village debit/credit cards should be used where appropriate to ensure efficient, cost-effective purchasing options.
- 3.2 When applicable, a debit/credit card should be used to alleviate the burden on Commissioners or staff to use personal funds while booking travel, accommodations, or other approved budgeted expenses.

- 3.3 Many products are only available online. Vendor companies will generally only accept orders if pre paid by credit card.
- 3.4 Use of a debit/credit card should not be used to avoid or bypass current purchasing or payment procedures and policies.
- 3.5 Payment preference to regular vendors will remain to be by cheque. Debit/credit cards are to be used only when this is not practical.

Terms of Policy

4.1 Cardholders shall:

- 4.1.1 include at least one Commissioner;
- 4.1.2 include the Clerk Treasurer; and
- 4.1.3 at the discretion of the Clerk Treasurer and with written authorization, may be certain full-time employees.

4.2 Cardholders shall recognize and accept the following responsibilities:

- 4.2.1 Use the cards in compliance with other Village policies.
- 4.2.2 Comply with the conditions set by the issuing banking institution.
- 4.2.3 If the card is lost or stolen, immediately notify the banking institution and the Clerk Treasurer.
- 4.2.4 Advise the Clerk Treasurer of any disputed or unauthorized charges or returns.
- 4.2.5 Split costs to avoid transaction limits.
- 4.2.6 Maintain accurate records.

4.3 Spending Limits shall be:

- 4.3.1 No greater than \$1,000 or
- 4.3.2 as approved by the Commission.

4.4 Transactions not permitted:

- 4.4.1 Personal items
- 4.4.2 Cash advance, money order, bank draft
- 4.4.3 Alcohol or any other regulated products
- 4.4.4 Illegal goods or services

4.5 Transaction Records

- 4.5.1 Online purchases require a print out of invoice or purchase confirmation information from the vendor. This must include the transaction date, any shipping fees and tax information.
- 4.5.2 All receipts or print outs from purchases and expenses will be retained and attached to an Expense Form.
- 4.5.3 Expense Forms will be submitted to the Clerk Treasurer within three business days.
- 4.5.4 Transaction records will be reviewed by the:
 - a. Clerk Treasurer;
 - b. Audit Committee; and
 - c. Municipal Auditor

Administration

- 5.1 To avoid interest fees, the Clerk Treasurer should make payments on the Credit Card as soon as possible.

**Village of Pugwash
Credit Card Policy**

**Policy #
2023-03**

- 5.2 The Village Clerk Treasurer will keep all appropriate records and report any abuse or irregularities known or suspected.

- 5.3 A cardholder who makes an intentional, unauthorized purchase will have their card revoked or cancelled. Restitution is to be made to the Village of Pugwash promptly or risk disciplinary action, employment termination or criminal prosecution.

Clerk's Annotation for Official Policy Book	
Date of Notice to Commissioners of Intent to Consider (7 days minimum): 1 st February 2023	
Date of Passage of current Policy: 13 th February 2023	
I certify that the Policy was adopted by the Pugwash Village Commission as indicated above	
_____	_____
Clerk	Date