



P O L I C Y

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Policy Title USE OF LACOMBE COUNTY CREDIT CARDS	Date: February 23, 2012	Resolution No. C/135/12

Policy Statement:

Lacombe County recognizes the necessity of transacting certain purchases through credit cards issued in the name of Lacombe County. The acquisition and use of Lacombe County credit cards is hereby authorized in accordance with the following guidelines and procedures.

Guidelines/Procedures:

1. For the purpose of this policy the term "credit cards" means 1) purchasing cards, 2) vendor specific charge cards, 3) charge cards issued by financial institutions or financial technology companies and 4) fuel cards used at commercial card lock fuel facilities and at the Lacombe County Public Works shop tanks.
2. Credit cards are to be used only when other purchasing methods are impractical or not permitted by the supplier or vendor.
3. All credit card applications must be approved by the County Manager.
4. Monthly charge limits established for individual credit card holders shall not exceed \$10,000.
5. The County Manager shall approve an Administrative Directive outlining the guidelines and procedures for the issuance, security charge limits, and use of credit cards.
6. Credit cards are to be used solely for transacting purchases for Lacombe County.
7. Any employee using a Lacombe County credit card to make an unauthorized purchase or in contravention of County policies and directives will be subject to the County's Employee Progress Discipline Process Policy.

Approved: April 8, 2004 – C/244/04
Revised February 23, 2012