



Date 05 April 2012

City Council Committee Report

To: Mayor Canfield & Members of Council

Fr: Lisa Oakes

Re: Amendment to City Purchase/Credit Card Policy

Recommendation:

That Council hereby approves the amended City Purchase/Credit Cards Policy, and,

That the appropriate by-law be passed for this purpose.

Background:

It is in my recommendation, that the City update its Purchase/Credit card Policy to include wording to ensure the credit card holders are accountable for their related purchases involving lost receipts. Receipts must be attached for cross-referencing purposes. Responsibility rests on the cardholder and the immediate Supervisor/Manager who signs off on the visa reconciliation to ensure that all original receipts are retained and attached to the visa statement and visa reconciliation before forwarding to Accounts Payable for payment.

During the policy review, an amendment was identified, and is also being recommended within the updated Purchase/Credit Card Policy. The change has been tracked in red on the draft policy (attached) for ease of reference, and is summarized as follows:

Policy Review

- Under "Cardholder responsibilities" to include within section g) "Item purchases on the credit card/visa reconciliation that do not include an original receipt, will be the responsibility of the cardholder, not the City". (Included on page 2 of the policy).

Budget:

N/A

Communication Plan/Notice By-law Requirements:

Policy will be circulated and City Policy manuals will be updated.

The current cardholder's be advised of Council's decision in this matter.