



**MUNICIPAL DISTRICT OF PEACE NO.135**

<b>AMENDED BY:</b> Barbara Johnson	<b>ADOPTED BY:</b> Council	<b>NUMBER:</b> ADM - 18
<b>TITLE:</b> Credit Card Usage Policy		<b>DATE:</b> February 26, 2019

**PURPOSE OF THIS POLICY:**

To provide direction for the use of the Municipal District of Peace No. 135 credit card.

**POLICY STATEMENT:**

The MD of Peace credit card is to be used when the MD does not have a credit account and the use of a purchase order and invoicing is not acceptable to the supplier or timing of payment is critical.

Whenever possible, a credit account should be set up.

The MD of Peace credit card shall not be used for personal purchases or any other personal use.

The credit card will remain in the control of the CAO at all times.

The following are examples of approved credit card use:

- hotel or airline reservations
- seminar registrations
- MD related meals