

# Town of Small Point-Adams's Cove CREDIT CARD POLICY

Policy # 004/2026

Date of inception:

Amendments:

## OBJECTIVE:

The Town of Small Point-Broad Cove-Blackhead-Adam's Cove (the town) recognizes that normal invoicing protocol cannot be facilitated for some purchases and use of a town credit card is deemed appropriate and more efficient. This policy ensures purchases made by credit card follow necessary approvals and ensures accountability of all credit card purchases by all card holders.

## SCOPE:

This policy applies to all staff in possession of a town issued credit card for the purchase of miscellaneous local goods and services or authorized on-line purchases.

## KEY PRINCIPLES:

- No personal purchases permitted.
- Credit card to be used only by duly authorized staff and safeguarded at all times.
- Town Clerk to be notified immediately of a lost card or unauthorized transaction.
- Supporting documentation/original receipts to be submitted regularly to the Town Clerk.
- Town Clerk to attach all supporting documentation to the monthly statement and verify completeness.
- Monthly credit card statement to be paid via automatic withdrawal by bank on the due date.
- Council to review credit card statements monthly.

This regulation was passed and adopted by council on

Date: Feb 10, 2026

Signed: 

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