

CREDIT CARD USE

POLICY

Authorized personnel may use the Hamlet of Enterprise credit card to pay for pre-approved expenses.

DEFINITIONS

Hamlet means “Hamlet of Enterprise”

SAO means “Senior Administrative Officer”

GUIDELINES

1. The SAO is the only person with the ability to authorize charges to the Hamlet Credit Card.
 - 1.1. No charge shall be made to the Hamlet Credit Card unless a Charge Authorization Form is signed by the SAO.
2. Credit Cards shall not be used for personal use.
 - 2.1. In the event of personal charges inadvertently being applied, the user must report this immediately to the SAO and arrangements for repayment must be made and agreed upon with the SAO.
3. The Finance Manager will monitor all credit card purchases to ensure that:
 - 3.1. credit limits have not been exceeded
 - 3.2. credit card payments are made on time; and
 - 3.2.1. that for each transaction outlined on the monthly credit card statement, a Charge Authorization Form and its matching receipt/s are stapled to the monthly statement prior to making the credit card payment; and
 - 3.3. no payment shall be made without proper documentation
 - 3.4. reconciliations are conducted according to the Hamlet’s **Account Reconciliation Policy**
4. Use of the Hamlet credit card for travel expenses will only be authorized once a Travel Claim Form has been approved and received.
5. Upon completion of travel, original invoices from the airline, accommodations and other expenses must be presented to the Finance Manager within three days.
6. If the Finance Manager does not receive proper documentation to facilitate payment of the credit card expenditures, the Hamlet credit card and or travel privileges may immediately be suspended for a period identified by the SAO.

ATTACHMENTS

Credit Card Charge Authorization Form

REFERENCES

N/A



HAMLET OF ENTERPRISE
526 Robin Road
Enterprise, NT X0E 0R1
Phone: (867)984-3491 Fax: (867)984-3400

"CREDIT CARD CHARGE AUTHORIZATION FORM"

Date

Requested:

Requested by:

For:

Amount:

Description:

Account:

Project:

Approved By:
