

# Assembly of Manitoba Chiefs

## CREDIT CARD USER AGREEMENT

In accordance with the AMC Finance Policy, the credit card holder agrees to the following:

### **6.7 Credit Cards**

*AMC may issue an organization credit card in an employee's name in cases deemed necessary by Senior Management. AMC credit cards shall be used for the purchase of goods and services relating to **AMC business only**.*

#### **6.7.1 Credit Card Usage**

*Employees issued an AMC credit card must sign an employee credit card usage agreement that outlines specific requirements:*

- Agreement to use credit cards solely for AMC business purposes. Those possessing credit cards must refrain from making non-business, non-essential purchases or engaging in transactions that are not authorized for carrying out their duties.*
- The person whose name appears on a credit card is accountable for all transactions using the associated account.*
- Personal purchases charged in error must be refunded promptly to AMC. AMC may garnish wages from payroll for personal purchases on an AMC credit card not refunded by an employee.*
- In the event of a lost or misplaced card, the individual must promptly inform the Director of Finance about the missing card.*
- Under no circumstances should credit card holders use their cards to purchase alcohol or other prohibited items as outlined by the cardholder agreement.*
- Credit cards should only be used for purchases where corporate accounts cannot be established and/or where credit card payments are the only purchasing option.*

#### **6.7.2 Monthly Credit Card Report**

*Individuals with credit cards are provided a monthly transaction reconciliation statement. Individuals are required to complete their own statement report including:*

- A description detail for each transaction, including the expense account for coding;*
- All purchase receipts attached to the statement;*
- Cardholder signature; and*
- An approval by their direct supervisor.*

*Cardholder transaction reports are due prior to the **end of each month**. Failure to submit transaction reports in a timely manner may result in cardholder privileges being revoked or payroll deductions for unreconciled transactions.*

#### **6.7.3 Purchases Credit Limit**

*The credit limit applicable to each credit card shall be determined by Senior Management. Credit cards issued below Senior Management shall have a credit limit no higher than \$5,000.*

Requirements for the use of the AMC credit card:

1. AMC issued credit cards are to be used only for the purpose of payment of goods and services for the official business of AMC.
2. This credit card must be used in accordance with the provisions of the AMC Credit Card Policy and procedures as established by AMC Personnel and Finance Committee.
3. Unauthorized or improper use of the AMC credit card will result in disciplinary action in accordance with the AMC Disciplinary Policy.

I, \_\_\_\_\_, have read, understand, and agree to the AMC Credit Card policy and I will adhere to the terms and conditions contained therein. I acknowledge that non-compliance with this policy will result in disciplinary action and loss of credit card privileges.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

---

**Finance Office Use Only**

Type of Credit Card:	
Date Card Released:	
Account Card Number:	
Card Number:	

Date Card Returned:	
Date Card Cancelled:	

**Replacement Card (if applicable):**

Date Card Released:	
Account Card Number:	
Card Number:	