

	POLICY		No.	2.1
	CREDIT CARD		Effective Date	August 11, 2026
			Revision Letter	B
			Council Approval	2026-17-12

1.0 PURPOSE

- 1.1. To establish appropriate financial controls for the issuance, administration, and use of District Credit Cards.

2.0 SCOPE

- 2.1. This policy applies to all credit cards and credit card accounts issued in the name of the District, and to all Authorized Cardholders who are approved to use those cards.

3.0 DEFINITIONS

- 3.1. **Authorized Cardholder** means an employee of the District who has been authorized to be named on a District credit card.
- 3.2. **Council** means the elected Council for the District.
- 3.3. **District** means the District of Fort St. James.

4.0 POLICY

- 4.1. The District's maximum credit card total credit shall be \$50,000.
- 4.2. The District's **Authorized Cardholder's** shall be the:
 - a. Chief Administrative Officer;
 - b. Corporate Officer;
 - c. Chief Financial Officer;
 - d. Director of Operations;
 - e. Fire Chief; and
 - f. Economic Development Officer.
- 4.3. The District shall maintain two signatory lists:
 - a. List A shall be comprised of all current **Council** members; and
 - b. List B shall be comprised of the Chief Administrative Officer, Corporate Officer, and Chief Financial Officer.

- 4.4. Changes to the District's credit card account shall be authorized through the banking master agreement by one signatory from List A and one signatory from List B.
- 4.5. The Chief Financial Officer is authorized, subject to section 4.1 and 4.3, to allocate individual credit card limits amongst **Authorized Cardholders**.

5.0 RESPONSIBILITIES

- 5.1. The Chief Financial Officer is responsible for administering this policy.
- 5.2. **Authorized Cardholders** are responsible for:
- a. using credit cards for authorized District expenditures only;
 - b. safe keeping of credit cards; and
 - c. submitting all invoices and receipts related to purchases made on their credit card.
- 5.3. Council is responsible for approving this policy.

6.0 DOCUMENT APPROVALS

Role	Position	Name of Approver	Date Approved
Owner	Chief Financial Officer	Susan Clarke	August 7, 2026
Reviewer	Chief Administrative Officer	Rachelle Willick	August 7, 2026
Final Approver	Mayor and Council	Martin Elphee	August 11, 2026

7.0 REVISION HISTORY

Effective Date	Rev Letter	Document Author	Description of Change
April 6, 2004			
April 23, 2019	A	Rachelle Willick	Change Description of Department Heads, addition of Elected Officials to eligible card holders.
August 11, 2026	B	Rachelle Willick	Re-wrote policy.