



Registered Nurses Association
of the Northwest Territories
and Nunavut

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Administration Finance Policy

Policy Description: Corporate Credit Card(s)

Policy Number: AF6

Effective Date: September 21, 2015

Signature:

Review Date: September 2018

New Policy _____

Revision: Partial _____ **X** Complete _____

Applies To: RNANT/NU Executive Director and Staff

Purpose: To ensure the appropriate use of the RNANT/NU corporate credit card is defined and ensure the Board's stewardship of RNANT/NU finances.

Policy:

(1) Eligibility

The following RNANT/NU staff members are authorized to be issued and use a RNANT/NU corporate credit card:

- a) Executive Director
- b) Director, Regulatory Services and Policy
- c) Director, Professional Conduct Review
- d) Executive Assistant

(2) Credit Limits

Credit limits for each card issued will be established and reviewed by the Executive Director, based on the following criteria:

- a) RNANT/NU's overall credit limit is not exceeded,
- b) Anticipated expenditure patterns for the individual staff member.

(3) Conditions of Use

- a) The RNANT/NU's corporate credit card(s) are to be used only for expenses incurred for RNANT/NU.
- b) Under no circumstances are personal expenses to be charged to the cards.
- c) The RNANT/NU corporate credit card(s) cannot be used to obtain cash advances.
- d) Expenses charged to a corporate credit card must be authorized by the cardholder. The cardholder(s) are responsible for the validity of all charged expenditures.
- e) When not in use by the cardholder, cards shall remain in a secure area in the RNANT/NU office.
- f) All monthly statements are received and opened by the Executive Assistant and reviewed by the Executive Director.

(4) Cardholder Responsibilities

Cardholders are responsible for the following:

- a) Submitting receipts for all expenditures charged to the corporate credit card. Expenditures not properly supported may be deemed invalid.
- b) Reimbursement for return of goods and/or services or for billing adjustments must be credited directly to the card account.
- c) Expenditures charged to the corporate credit card should be clearly identified as "paid by corporate credit care if placed on an expense claim.



- d) A lost or stolen Corporate Credit Card must be reported and cancelled immediately by the cardholder. Contact the Royal Bank of Canada to report the loss and initiate the cancellation. The Executive Director must be notified as soon as is feasible after the loss.

(5) Termination of Employment

The Corporate Credit Card must be surrendered by the cardholder to the Executive Director, immediately upon provision of notice of termination to or by the cardholder.

(6) Compliance

Failure to comply with the terms and conditions of this policy may result in one or more of the following:

- a) Disciplinary action up to and including termination,
- b) Cancellation of credit card privileges,
- c) Reduction of expenditure limits,
- d) Invocation of conditions on usage, and/or in the case of personal expenses charged to the corporate credit card, recovery of amounts from the cardholder against salary or other amounts owing to the cardholder.

Conditions and Exceptions: N/A

Authority and Accountability:

This policy is issued under the authority of the RNANT/NU Board of Directors and is governed by the Northwest Territories Nursing Profession Act (2004) s13 (1), Nunavut Nursing Act (2004) s2 and RNANT/NU Bylaw 14, Section 6.

History:

This policy replaces AF6: Corporate Credit Card that came into effect in September 17, 2012.