

SAHTU HEALTH & SOCIAL SERVICES AUTHORITY
Policy

Administration

Credit Card Policy

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ORIGINATED BY:	Director, Finance & Admin

PURPOSE:

To provide additional clarity in the use of SHSSA credit cards and acknowledge that the GNWT, Financial Administration Manual, Directive 1808 does not reflect some of the challenges of operating a relatively small health authority in a remote region. To ensure that corporate credit cards are paid in a timely manner without penalties and that related expenses are recorded in a timely manner.

POLICY

The SHSSA will follow the GNWT, Financial Administration Manual, Directive 1808, Credit Card and Charge Account Expenditures with the following Exceptions:

1. SHSSA will utilize one credit card for both travel and other purchasing as opposed to having separate cards.
2. Credit cards are issued to make purchases that are not practical to be made via SHSSA normal purchasing processes.
3. Purchases over \$5,000 are permitted if the regular tender/RFP process has been followed and the credit card is used solely as a payment means and not to bypass any other purchasing process.

All other GNWT purchasing procedures are to be followed.

SHSSA employees who are issued credits are required to have “**Credit Card Activity Logs**” submitted to Finance no later than 14 days after they are received by the card holder.

Failure to submit the credit card activity log in the required timeframe will result in revoking of credit card privileges and cancelation of the card.

Exception to the deadline can only be made by the CEO. A request for exemption must be made in writing or via email and approval must be cc to Finance.

Approved by: _____



Chad Fehr, CEO