

Credit Card Policy

1. With the approval of the Board, Row Nova Scotia may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of Row Nova Scotia. The Board will determine who receives credit cards and what the credit card limits will be.
2. Credit cardholders will be responsible for all charges made on credit cards issued in their name.
3. Credit cards must only be used for authorized payments that include:
 - a. Payment of actual and reasonable expenses incurred on authorized business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to Row Nova Scotia;
 - b. Purchase of goods or budgeted items.
4. For the purposes of this Policy, expenses included in an annual budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to a credit card.
5. Credit cards are not to be used for any personal expenses.
6. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on business of Row Nova Scotia.
7. Under no circumstances are cash advances to be drawn on credit cards.
8. In addition, the following individuals have credit card responsibilities:
 - a. Cardholders must:
 - i. not allow another person to use the card
 - ii. protect the pin number of the card
 - iii. only purchase within the credit limit of the card
 - iv. notify the credit card company if the card is lost or stolen
 - v. keep the card with them at all times, or in a secure location
 - vi. forward to Row Nova Scotia's Treasurer and PSO Coordinator (or designate), on a monthly basis, all receipts for expenses charged to the card in the previous month
 - vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
 - b. Row Nova Scotia's Treasurer, PSO Coordinator, (or designate) must:
 - i. ensure that each credit card issued to an individual is paid in full on a monthly basis
 - ii. review and reconcile each credit card statement on a monthly basis
 - iii. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
 - iv. recover from the cardholder any funds owing for unauthorized expenses