



Initiated from:

- Executive
- Committee
- Membership Meeting

Executive Meeting – 2006/01/11 Approved  
Membership Meeting – 2006/01/17 FI

## CREDIT CARDS POLICY

The request for use of a CUPE Local 4627 credit card by either the President, Vice-President, Secretary-Treasurer, Directors at Large (2), Recording Secretary, Chief Shop Steward and Business Manager will be subject to the following:

1. Authorization for use of a CUPE Local 4627 credit card must be granted by the Executive and shall be duly recorded in the Executive minutes.
2. The spending limits on the CUPE Local 4627 credit cards, which must be strictly observed, are as follows:

|     |                     |         |
|-----|---------------------|---------|
| (1) | President           | \$2,000 |
| (2) | Vice-President      | \$1,000 |
| (3) | Secretary Treasurer | \$2,000 |
| (4) | Recording Secretary | \$1,000 |
| (5) | Director at Large 1 | \$1,000 |
| (6) | Director at Large 2 | \$1,000 |
| (7) | Chief Shop Steward  | \$1,000 |
| (8) | Business Manager    | \$1,000 |
3. The use of a CUPE Local 4627 credit card for purchases which are personal in nature shall not be permitted.
4. Purchases over \$500.00 must be authorized by the Executive and shall be duly recorded in the executive minutes.
5. All transactions outlined on the monthly credit card statement must be documented and supported by an original invoice/receipt and charge slip must be returned to the Secretary Treasurer. The charge slip must include a detailed description of what the charge was for.
6. The use of a CUPE 4627 credit card to obtain cash advances is not permitted.
7. Any documented misuse of CUPE Local 4627 credit cards and/or violation of the CUPE Local 4627 credit card policy will result in the withdrawal of authorization. The card holder will immediately be required to surrender the credit card to the Secretary Treasurer.

Executive Approval: January 11, 2006  
Sent to GM for information: January 17, 2006