VISA ONE CARD
GNWT Employee Cardholder
TERMS AND CONDITIONS

The Visa One Card is for Government of the NWT (GNWT) approved credit card purchases and authorized travel only. The card may be used for in-store, mail, fax, or Internet purchases. **Non Acceptable** purchases (unless specifically authorized) would generally include:

- Cash Advances or financial services
- Stocked Inventory Items available through approved ordering systems or programs
- Capital equipment
- Per diems and incidentals (e.g. meals claimable through travel expense claim form)
- Hazardous Goods (i.e., when not part of the employee's job requirements)
- Any merchant, product, or service normally considered as an inappropriate use of GNWT funds.
- Any Personal item or service

Any good or service exceeding $10,000 in value requires Assistant Comptroller General (ACG) or delegate approval (contract splitting is prohibited)

The employee agrees to use of their Government Credit Card (GCC) in accordance with the policies and procedures governing the Card i.e., the GNWT's Financial and Procurement Policies including FAM 730, the Business Incentive Policy and the GNWT Contract Regulations. Improper use of the card will be considered misappropriation of GNWT funds, resulting in disciplinary action, up to and including termination of employment. All GCC charges will be billed directly to and paid directly by the GNWT. The bank cannot accept any monies from the employee directly to address any personal charges.

A GST/HST exemption slip (provided with the GCC package) must be completed and provided to the merchant to ensure the GNWT is not charged GST/HST.

The charges made against the employee's GCC are automatically assigned to SAM coding as specified by management. The employee will receive a Monthly Reconciliation Statement, which will report all activity during the statement period. Cardholders must provide proxy names that will assist/perform monthly reviews of purchase coding and update default coding as required. The employee agrees to retain and submit all purchase receipts and supporting documentation with their monthly reconciliation. All charges related to travel must reference the applicable Travel Authorization or Travel Expense Claim number.

Employees are responsible for maintaining the security of their Card and the transactions made with the Card. Employees may not allow any other person to use their card. ***Employee's first point of contact will be their Department VISA Coordinator (DVC).*** Employees, with their DVC will resolve any discrepancies. Employees agree to notify the US Bank Canada Customer Service immediately by telephone if the card is lost or stolen and immediately advise their Department Visa Administrator.

The employee's GCC may be withdrawn based on changes to the employee's job assignment or location. The card is not an entitlement nor reflective of title or position. The Visa One Card is considered the property of the US Bank Canada. The employee agrees to surrender the card to

the GNWT's Departmental Visa Coordinator immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.

The employee agrees to make purchases within individual control limits and to use their Card only for certain purchases (e.g. travel purposes only) as specified by management.

CARDHOLDER LIMITATIONS

(To be assigned by management and completed by the Departmental VISA Coordinator)

- ☐ Credit card use limited to approved GNWT employee travel
- ☐ Credit card use limited to general procurement of goods and services under $_____ (specify either $10,000 or under)
- ☐ Credit card use limited to approved travel and general procurement of goods and services under $_____ (specify either $10,000 or under)
- ☐ Credit card use for multiple non-GNWT employee travelers within scope of assigned duties
- ☐ Credit card use for ongoing purchases exceeding $10,000
- ☐ Other, as specified below

- ☐ I have read and understand the terms and conditions related to my use of the Government Credit Card.
- ☐ I have been provided the proper authorities to utilize the Government Credit Card and the training to perform my responsibilities related to the Government Credit Card.
- ☐ I have been provided and accept the authority to utilize the Government Credit Card on behalf of others for Government travel purposes.

_____ ☐

Signature Date

☐

Print name

***IMPORTANT** – Cardholder to be provided a copy and original to be retained by Department for audit purposes.*