

Policy Name

Credit Card Payment Acceptance Policy

Policy Number

FIN-17



Policy Statement

Brazeau County wants to offer credit card options to residents and customers when paying for goods, services and property taxes, subject to certain standards and limits. This policy will set the guidelines for acceptance of credit card payment at point of sale at the Brazeau County Administration Office.

Purpose/Background

To provide direction on payment by credit card accepted by Brazeau County and set limits by payment type. Brazeau County incurs an expense (percentage of sales) as a vendor in credit card transactions. The County wishes to control the level of charges it incurs through specifying the types of services not applicable for payment via credit card and permitted maximum transaction amount.

Scope

This policy applies to all County employees and all payment received by County.

Responsibilities

- a. The CAO or designate has the authority to adjust the transaction limits as required.
- b. All employees are responsible for adherence to this policy.
- c. Directors and Managers are responsible for implementation of and adherence of this policy regarding payment received by their department.
- d. Corporate Services is responsible for updating this policy and auditing the adherence of this policy.

Chief Administrative Officer: _____
 Approved by Council: 2018/09/18 _____
 Revision Dates: (Y/M/D) _____
 Reviewed: _____

Standards

Credit Card Acceptance

- a. Brazeau County will accept all major credit cards.
- b. Credit cards are not accepted as payment for the following revenue sources:
 - i. Property taxes of more than \$8,000.
 - ii. Any payments for services/charges or deposits that are not specified in the applicable Brazeau County Schedule of Fees Bylaw.
 - iii. Transactions/invoices/agreements of more than \$8,000 inclusive of tax.
 - iv. No partial payments are to be accepted for transactions/Invoices/agreements of more than \$8,000.
 - v. Transactions/invoices/agreements of \$5.00 or less.
- c. Credit cards shall not be processed for more than the amount of the transaction i.e. no cash back.
- d. Employees must take care to safeguard credit card data when processing credit card transactions. Under no circumstances will the County record, retain or store credit card information.
- e. The CAO or designate may make exceptions to the maximum transaction limit on a case by case basis.

This policy shall be in effect from Jan 01, 2019.

Chief Administrative Officer: _____

Approved by Council: 2018/09/18

Revision Dates: (Y/M/D) _____

Reviewed: _____