



CREDIT CARD POLICY

Applicability: All credit card transactions at CVRD Facilities

Effective Date: February 26, 2020

PURPOSE:

To provide guidance to all Cowichan Valley Regional District (CVRD) facilities regarding credit card transactions.

POLICY:

1. The transaction limit for a credit card payment at Recreation Centres or the Cowichan Performing Arts Centre is \$5,000.
2. The transaction limit for a credit card payment at any other CVRD facility is \$1,000.
3. Payment should not be broken up to avoid transaction thresholds.
4. Credit card transactions over the telephone are not permitted without a process approved by the Legislative Services and Finance Divisions.
5. Online credit card payment is acceptable where the underlying software has the appropriate cash receipting capability.
6. Despite Section 2, credit card payments will not be accepted for utility bills, curbside garbage or recycling, landscape bonds or land use applications including but not limited to building permits, development permits, rezoning or official community plan amendments.

Exemptions

The following exceptions apply:

1. Cowichan Valley Capitals Hockey Club.
2. Prior approval from the Corporate Financial Officer or alternate is required for unique circumstances.

Approved by: Board Approval date: February 26, 2020
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