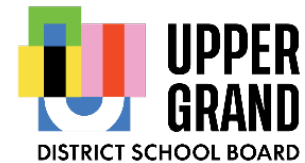


# Corporate Credit Card Procedures Manual 706-A



<b>Category:</b>	Finance
<b>Administered by:</b>	Chief Financial Officer
<b>First Adopted:</b>	Mar 2007
<b>Revision History:</b>	Feb 2010, June 2013, Sept 2014, Apr 2020
<b>Next Review:</b>	2024-25 School Year

## 1. General

1.1 Cardholders and supervisors will review the policy, procedures and responsibilities as described in the Corporate Credit Card Handbook.

Supervisors will ensure that cardholders comply with the policy, procedures and responsibilities as described in the handbook.

1.2 Corporate credit cards are to be used only for expenses incurred in relation to cardholders' duties as an employee or trustee of the Board. All transactions are subject to budget controls and limitations.

1.3 All credit card spending will be validated by the cardholder, monitored and authorized by the supervisor.

1.4 Original itemized receipts will be attached to the cardholder's corporate credit card statement. On a rare occasion if a receipt is missing, a Lost Receipt Form 701-2, included in the Reimbursement of Expenses Handbook, will be used.

1.5 The cardholder is responsible for the card and meeting all the terms and conditions of the card issuer.

1.6 All corporate credit card purchases will be approved by the employee's immediate supervisor. The employee's supervisor at a school site is the principal; the principal's supervisor is the superintendent. The Director of Education will approve purchases from senior administration. The Chair of the Board will approve purchases from trustees and the Director of Education. The Chief Financial Officer will approve purchases from the Chair of the Board.

- 1.7 Group expenses will be claimed by the most senior person in attendance. For example, if a principal and a vice-principal are present, the principal will claim the group expense.
- 1.8 The credit card has a transaction spending limit assigned by the credit card administrator. A purchase should not be split into two or more transactions in order to circumvent the transaction spending limit restriction. Where a purchase would exceed the card's transaction limit, request can be made to the cardholder administrator to temporarily increase the card's spending limit. The request would include a rationale for exceeding the transaction limit.
- 1.9 For security purposes, the credit card is restricted by geographical region. Where necessary, contact the credit card administrator to allow purchases outside of Canada with the credit card.
- 1.10 Corporate credit card statements validated by the cardholder, with original itemized receipts attached, and appropriate supervisor approval, must be forwarded to the Finance department by the 10th business day following the credit card statement date.