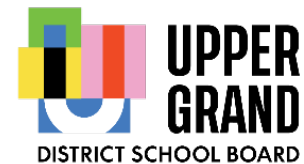


Corporate Credit Card Policy 706



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

1. Policy Statement

It is the policy of the Upper Grand District School Board to use corporate credit cards as a means of simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses.

Cardholders are responsible for exercising due care and judgment when using corporate credit cards.

2. Details

- 2.1 It is the responsibility of the Chief Financial Officer to administer this policy.
- 2.2 It is the responsibility of each senior administrator, principal, and department manager/supervisor to ensure that their staff are appropriately informed and comply with this policy.
- 2.3 It is the responsibility of the chair to ensure that trustees are appropriately informed and comply with the policy.
- 2.4 This policy applies to all those who have a corporate credit card issued in their name to acquire goods and/or services on behalf of the board.
- 2.5 A trustee that serves as the OPSBA Director may, during the term served as the Director, be provided with a purchasing card for use to cover OPSBA meeting expenses and shall be considered a cardholder as described in the handbook.
- 2.6 Violations of this policy may result in disciplinary action.

3. References

This policy operates in compliance with all appropriate federal, provincial and municipal legislation, regulations, directives, standards and board policies, including:

- Broader Public Sector Expenses Directive, Management Board of Cabinet, April 2011
- Broader Public Sector Procurement Directive, Management Board of Cabinet, April 2011
- Broader Public Sector Perquisites Directive, Management Board of Cabinet, August 2011
- [Policy 103 Trustee Code of Conduct](#)
- [Policy 302 Purchasing](#) and the [Purchasing Handbook](#)
- [Policy 316 Records and Information Management](#) and the [Records Management Manual](#)
- [Policy 418 Employee Ethics](#)
- [Policy 701 Reimbursement of Employee Expenses](#)
- [Policy 707 Reimbursement of Trustee Expenses](#)
- [Reimbursement of Expenses Handbook](#)
- [Policy 708 Allowable Expenditures](#)
- [Corporate Credit Card Handbook](#)