

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name CORPORATE CREDIT CARDS

306

Board Approved: _____
March 31, 2007

Reviewed: _____

Review By: December 2016

POLICY

Corporate credit cards shall be issued to the Senior Administration, including the Director of Education, the Superintendent of Business, the Superintendent of Education, **the School Effectiveness Lead** and the Student Success **Leader Lead**.

Corporate credit cards shall be used solely in the course of, and for purposes of, Board business.

PROCEDURE

- 1.0 The purchase of goods and services utilizing corporate credit cards will be for the purposes provided in the annual budget and will be subject to all applicable policies, procedures, guidelines and limits as established by the Board.
- 2.0 Cardholders will be subject to, and respect all terms and conditions, as stipulated in the Board's agreement with the issuing financial institution.
- 3.0 Corporate credit cards are only for the use of the authorized individuals to whom they have been issued.
- 4.0 Access to cash advances will not be permitted.
- 5.0 Corporate credit cards remain the property of the issuing financial institution and will be surrendered to the Board upon request.
- 6.0 All expenditures will be supported by receipts; hospitality expense **claims may only be claimed as per Policy No. 307 and such claims** will indicate the names of the individuals entertained and their role. The purpose of the hospitality is also to be clearly stated on the receipt.
- 7.0 The Chair of the Board will approve all of the expenses initiated by the Director of Education.
- 8.0 The Director of Education will approve all expenses initiated by the Superintendent of Business, the Superintendent of Education, **the School Effectiveness Lead** and the Student Success **Leader Lead**.

Cross Reference:

- Policy 307 – Travel, Meals and Hospitality Expenses