

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	BUSINESS AND TRANSPORTATION	
Policy Name	CORPORATE CREDIT CARDS	306
Board Approved:	Reviewed:	Review By:
February 22, 2012 March 31, 2007	January 30, 2012	December 2024 December 2017

POLICY

It is the policy of Superior-Greenstone District School Board to ensure that cardholders are responsible for exercising due care and judgement when using corporate credit cards.

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 Lead.

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

RATIONALE

Superior-Greenstone District School Board provides corporate credit cards to designated individuals, simplifying the acquisition, receipt and payment of purchases and travel expenses incurred on behalf of the Board.

PROCEDURE GUIDELINES

- 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.
- 3.0 The Superintendent of Business determines credit card limits.
- 4.0 Access to cash advances will not be permitted.
- 5.0 Corporate credit cards remain the property of the issuing financial institution the Board and will must be surrendered to the Board upon request termination of employment or otherwise when so directed by Administration.
- 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.

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6.0 On a monthly basis, the credit card statements and supporting original documentation/receipts must be reviewed and must be approved by the cardholder's immediate Supervisor, as outlined in the Management Guideline to this Policy.

7.0 ~~The Chair of the Board will approve all of the expenses initiated by the Director of Education.~~

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8.0 The purpose of the review is to ensure that items charged to the credit card:

- Meet all Board Policies and Management Guidelines
- Are reasonable and justifiable
- Are adequately supported by original receipts and explanations for expenditures

~~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 Lead.~~

Cross Reference:

- Policy 303 – Purchasing
- Policy 307 – Travel, Meals and Hospitality Expenses