

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	BUSINESS AND TRANSPORTATION	
<i>Management Guideline</i>	CORPORATE CREDIT CARDS	
<i>Applicable Policy</i>	CORPORATE CREDIT CARDS	306
<i>Approved:</i>	<i>June 18, 2019</i>	<i>Reviewed: June 5, 2019</i>
		<i>Review by: December 2024</i>

PROCEDURES

The Board will ensure that cardholders are responsible for exercising due care and judgement when using corporate credit cards.

1.0 Availability of Corporate Credit Cards

Corporate credit cards may be issued to the following individuals:

- Senior Administration
- Principals
- Vice Principals
- Managers and Supervisors
- Other employees as determined from time to time by Administration

2.0 Use of Corporate Credit Cards

Corporate credit cards may be used for the following business purposes:

- 2.1 Payment for business related travel and meals, unless meals have been restricted by the Superintendent of Business.
- 2.2 Payment for supplies in accordance with established policies and procedures.

3.0 Payment of Credit Card Billings

- 3.1 Credit card statements must be checked by the cardholder, reconciled and approved, as indicated below, in order to avoid incurring interest charges. Typically, this should be done monthly.
- 3.2 Original receipts and credit card charge slips must accompany the statement for payment. Unsubstantiated charges will be the responsibility of the cardholder.

4.0 Restriction of Use of Corporate Credit Cards

- 4.1 Corporate credit cards may not be used for personal expenditures of any nature whatsoever.

- 4.2 Corporate credit cards are for the sole use of the holder and must not be used for expenditures on behalf of others, the only exception to this are hospitality expenses incurred by the Director of Education, Superintendent of Education or Superintendent of Business, as outlined in Policy 307 – Travel, Meals, and Hospitality Expenditures. Hospitality claims will indicate the names of the individuals entertained, their role, and the purpose of the hospitality is to be clearly stated on the receipt.
- 4.3 The purchase order limits, set out in Policy 303 – Purchasing apply to credit card purchases (i.e. the splitting of payments in order to circumvent the requirements of the Policy will be considered an abuse of the card).
- 4.4 Use of the card must be in compliance with all other policies.
- 4.5 Misuse of the card may result in suspension of corporate credit card privileges.

5.0 Approvals

Expenditure approvals are as follows:

- 5.1 The Chair of the Board approves the expenditures of the Director of Education.
- 5.2 A Superintendent approves the expenditures of all Vice Principals.
- 5.3 All other expenditures are approved by the cardholder’s immediate Supervisor.

<u>Cross Reference</u>	<u>Legal/Ministry Reference</u>
<ul style="list-style-type: none"> • Policy 303 – Purchasing • Policy 307 – Travel, Meals, and Hospitality Expenditures 	<ul style="list-style-type: none"> • BPS Accountability Act, 2010 • BPS Expenses Directive