

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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Section BUSINESS AND TRANSPORTATION

Policy Name CORPORATE CREDIT CARDS  
Management Guideline Applies

306

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## **POLICY**

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

## **RATIONALE**

SGDSB provides corporate credit cards to designated individuals, simplifying the acquisition, receipt and payment of purchases and travel expenses incurred on behalf of the Board.

## **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 may include Credit Cards, Procurement Cards and Fuel Cards.
  - 4.0 The Superintendent of Business determines credit card limits.
  - 5.0 Access to cash advances will not be permitted.
  - 6.0 Corporate credit cards remain the property of the Board and must be surrendered to the Board upon termination of employment or otherwise when so directed by Administration.
  - 7.0 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. The supervisor or senior-most employee is responsible for the accuracy and completeness of credit card reporting information.
  - 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
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**Cross Reference:**

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