



BOARD POLICY	
<i>Approval Date</i> May 2007	<i>Replacing</i> All previous policies
<i>Review Date</i> 2012	<i>Page</i> 1 of 1
<i>Contact Person/Department</i> Superintendent of Business	<i>Identification</i> BU-3060

USE OF CORPORATE CREDIT CARDS

The use of corporate credit cards by Trillium Lakelands DSB staff members will build efficiency by 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.