



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>April 2012</b>	<i>Replacing</i> <b>All previous procedures</b>
<i>Review Date</i> <b>2016</b>	<i>Page</i> <b>1 of 2</b>
<i>Contact Person/Department</i> <b>Director of Education</b>	<i>Identification</i> <b>BU-3061</b>

## **USE OF CORPORATE CREDIT CARDS**

### **1.0 PURPOSE**

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.

The purpose of the Use of Corporate Credit Cards procedure is to establish the parameters for the use of the corporate credit card.

### **2.0 REFERENCES/RELATED DOCUMENTS**

- 2.1 Procurement of Goods and Services Policy/Procedure BU-3015/3016
- 2.2 Ministry Memorandum 2006: B15 – School Board Expenditures Guidelines

### **3.0 DEFINITIONS**

### **4.0 ADMINISTRATIVE PROCEDURE**

- 4.1 The corporate credit card is intended to facilitate the purchase and payment of materials and services required to conduct Board business. It is not intended for personal use.
- 4.2 It is the individual corporate cardholder's responsibility to ensure that expenses are reasonable.
- 4.3 The corporate cardholder is responsible for immediately notifying the credit card company and the Board, in the event of a lost or stolen card.
- 4.4 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.

- 4.5 Corporate cardholders will be subject to, and respect all terms and conditions as stipulated in the Board's agreement with the issuing financial institution.
- 4.6 Corporate credit cards are only for the use of the authorized individuals to whom they have been issued and may not be transferred to, or used by, any other party.
- 4.7 Corporate credit cards will be subject to a limit as set by the Board. The current approved limits are \$1,500 for Plant and Maintenance staff, \$2,000 for Principals, \$3,000 for Senior Administration, \$3,000 for Trustees and \$5,000 for the Director of Education.
- 4.8 Access to cash advances will not be permitted.
- 4.9 Corporate credit cards remain the property of the issuing financial institution and will be surrendered to the Board upon request.
- 4.10 Individuals will account for their use of corporate credit cards. Only original invoices are to be submitted to the Accounting Department as authorization for payment.
- 4.11 All purchases by the Plant and Maintenance Department will be approved by the Senior Manager of Plant. All purchases by Principals will be approved by their Superintendent of Schools. All purchases by the Senior Manager of Plant will be approved by the Superintendent of Business. All purchases by Senior Administration will be approved by the Director of Education. All purchases made by the Director and Trustees will be approved by the Chair of the Board or designate. All purchases by the Chair of the Board will be approved by the Superintendent of Business.