



Policy Manual – Finance

F.M.06 – Corporate Credit Cards/Purchasing Cards - PROCEDURES

General

1. The use of Board approved corporate credit/purchasing cards (credit cards) shall be approved by the Board.
2. Expenditures incurred shall be within the Board approved budget and monitored by the budget holder and ultimately the Associate Director of Corporate Services or designate.
3. The purchase of goods and services utilizing credit cards will be subject to all applicable policies, procedures, guidelines and limits as established by the Board.
4. Cardholders will be subject to, and respect all terms and conditions, as stipulated in the Board's agreement with the issuing financial institution.
5. Credit cards remain the property of the issuing financial institution and will be surrendered to the Board upon request.

Appropriate Use

1. Examples of appropriate uses of Board issued credit cards include:
 - a. Travel, accommodation and conference registration fees as they relate to attendance at a Board approved conference (please refer to the Employee Expenditure Policy);
 - b. With respect to Tradespeople in the Facilities Services Department allowable uses include: supplies and parts required for work at schools and other Board sites;
 - c. With respect to Tradespeople in the Facilities Services Department the cost of fuel/gas for your Board provided vehicle in relation to your travel between Board sites and from home to your first place of work and then from your last place of work back home.
2. Examples of inappropriate uses of credit cards include:
 - a. Personal expenses
 - b. Membership fees and subscriptions
 - c. Withdrawal of cash/cash advances
 - d. Stationery and office supplies that can be purchased through the Purchasing Department
 - e. Furniture, equipment, computer hardware/software that is otherwise provided through the Board.

The above list is provided as a guide only. In situations where there is doubt about the appropriate use of the Board issued credit card, it is strongly recommended that the guidance of the Finance Department is sought prior to transacting with the card.

Corporate Credit Card/Purchase Card Statement Payment Procedures

1. Employees must retain detailed original receipts in addition to the credit card receipt and note the purpose of the expense on the back of each receipt;
2. The employee will submit the detailed original receipts and credit card statement along with a completed transaction log to the appropriate authorizing supervisor for authorization;
3. Charges for items where the receipt has been misplaced/lost will not be reimbursable;
4. The authorizing supervisor will confirm that the charges are justified and appropriate before authorizing (signing) the transaction log for payment;
5. The approved transaction log, credit card statement and original receipts will be forwarded to the Accounts Department at least one week prior to the credit card statement due date;
6. The Accounts Department will verify the authorization and schedule payment of the cheque requisition to avoid unnecessary late payment charges.