



## Policy Manual – Finance

### F.M.06 - Corporate Credit Cards/Purchasing Cards

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#### **POLICY STATEMENT**

Board approved budget funds may be accessed by Board authorized corporate credit cards/purchasing cards by those staff who, because of the nature of their job, require such use. Only appropriate Board business expenditures are permitted and the charging of personal expenditures with a subsequent refund to the Board is prohibited.

#### **Policy Supports**

- i) Corporate Credit Card/Purchasing Card Procedures
- ii) Transaction log for all other Board issued credit/Purchasing Cards

#### **Purpose:**

The purpose of this policy is to ensure that Board authorized (corporate) credit cards/purchasing cards are used for appropriate purposes and adequate controls are established for day-to-day use.

#### **Definitions**

Cardholder refers to the staff member whose name appears on the (corporate) credit card and/or purchasing card.

For the purposes of this policy and supporting procedures, further reference to credit cards shall denote corporate credit cards, purchase cards and SMART Cards.

#### **Responsibility**

Cardholders will account for their use of credit cards; original receipts are to be retained and explanation provided for all card transactions. A completed and approved transaction summary/log with all original receipts attached is to be submitted to the Accounts department upon receipt of the card statement. Cardholders will ensure that usage of the card is not transferred to, or used by any other person/party.

#### **Regulations**

Broader Public Sector Accountability Act  
Broader Public Sector Expense Directive  
Broader Public Sector Perquisites Directive  
Board by-law 7.04

#### **Related Policies**

F.M.03 - Trustee Office Supplies, Travel, Meals and Expense Reimbursement  
F.M.05 - Employee Expenditures – Travel/Conferences/etc.  
F.M.08 - Hospitality  
F.P.01 - Purchasing Policy  
F.P.02 - Purchasing Authority

**Related Board Committee**

Committee of the Whole

**Policy Review Date**

BM Original Policy Approved 10 April 2007

Revisions: 4 June 2012, 5 March 2013, 27 August 2019

To be reviewed every three years