



## Policy: Use of Corporate Credit Card

The Board endorses the use of corporate credit cards as a simple method to acquire low-dollar value purchases and travel expenses. Card holders are expected to exercise due care and judgement when using corporate credit cards. Proper authorizations and submissions of supporting documentation are still paramount.

### Approval and Review Dates

Prior Date Approved: February 11, 2013

Revised Date Approved: April 10, 2017

Next Review Date: March, 2020

Reviewed by: Policy Committee, Administrative Council