



Administrative Procedure: Use of Corporate Credit Card

- Director of Education
 - Superintendent of Education
 - Executive Administrative Assistant & Communications Officer
 - Supervising Manager, Facilities & Technology
 - Administrative Assistant to the Superintendent
 - Field Services Manager
 - Information Technology Supervisor
 - Information Technologist (IT)
 - Principal & Vice-Principal
 - Student and Community Engagement Lead (SCEL)
1. Another employee may use one of the above employee's credit card, only with their express authorization.
 2. In the future, other employees as approved by the Director of Education, may be granted a Board corporate credit card for their business use.
 3. This Administrative Procedure and related Policy are to be reviewed with authorized corporate credit card users, prior to initial use of card.
 4. Use of the corporate credit card is only for expenses incurred in relation to their duties and responsibilities. The corporate credit card is not to be used for personal purchases or expenses.
 5. It is recommended to use the credit card for out-of-country purchases instead of through the normal purchase process of purchase order and invoice.
 6. All expenses are to be supported by original receipts. Hospitality expense claims should be accompanied with names and role of individuals entertained and the purpose of the hospitality should also be clearly stated.
 7. All travel expenses are to adhere to the 'Travel Expenses' Policy P-F 405 and Administrative Regulation AP-F 405. No alcohol beverages should be charged to the Board credit card and are not allowed as eligible travel expenses. Any alcohol should be paid for personally. The employee recognizes that any meals/groceries in excess of the allowed limit may be subject to recovery from

the employee through expense claims or repayment. It is recommended that meals be contained within the allowed limits to avoid additional administrative burden.

8. Purchases made through a Board credit card are subject to 'Purchasing' Policy P-F404 and Administrative Regulation AP-F 404. Proper levels of authorization are required according to the dollar amount of the purchase.
9. School Principals are to submit their receipts to their school Administrative Assistants who will match and reconcile the receipts to the credit card statement. The credit card statement and matched receipts are to be forwarded to the CEC to the attention of the Accounts Payable Officer, within two weeks of the date of the Credit Card Statement.
10. For other cardholders not working out of the CEC (ie. SCEL, IT), they should submit their credit card statement with all matching receipts as one package to the Accounts Payable Officer, within two weeks of the date of the Credit Card Statement.
11. The Accounts Payable Officer is responsible for obtaining original receipts from all authorized users and accounting for all charges to the CIBC VISA and BMO Mastercard credit cards. For all cardholders working out of the CEC, receipts are to be submitted promptly, within two weeks after the date of the receipt, to the Accounts Payable Officer.
12. Cardholders should initial or sign their credit card statement indicating all charges are valid and accurate. Any unauthorized charges to their credit card should be reported to the banking institution as soon as possible. These unauthorized charges should be highlighted on the credit card statement when submitted to the Accounts Payable Officer. Any corrective action on the bank's part should be documented as well.
13. The following employees will initial or sign the cardholder's credit card statement as evidence of approval for all expenses incurred:

CARDHOLDER

Principal
 SCEL
 Plant & IT Staff

Superintendents
 Executive Administrative Assistant
 & Communications Officer

Administrative Assistant to the
 Superintendents
 Supervising Manager, Facilities

FINAL APPROVAL

School Superintendent
 Superintendent with this Portfolio
 Supervising Manager, Facilities
 & Technology
 Director of Education
 Director of Education

Director of Education

Supervising Manager of Finance

& Technology
Director of Education

Chair of the Board

- **Cardholder and Final Approval Individuals Cannot Be Related**

Form 1

SUPERIOR NORTH CATHOLIC District School Board

I, _____, acknowledge and affirm that I have read and understood Board Policy P-F406 and Administrative Regulation AP-F 406 (Use of Corporate Credit Card – approved December 10, 2012).

I agree to comply with Board Policy P-F 406 and AP-F 406. I will retain original receipts for all purchases and provide them to the designated employee's Administrative Assistant, by the end of each month. Furthermore, I will not use the corporate credit card for personal purchases or expenses.

Signed

Dated

[Give to HR Manager - to be inserted in employee's personnel file.]