



Administrative Procedure: Use of Corporate Credit Card

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1.0 Guidelines

- 1.1 The following list are the employees at SNCDSB that have a corporate credit card:
 - 1.1.1 Director of Education
 - 1.1.2 Superintendents of Education
 - 1.1.3 Executive Administrative Assistant to the Director and Communication Officer
 - 1.1.4 Executive Administrative Assistant to the Superintendents
 - 1.1.5 Department Managers
 - 1.1.6 Department Assistant Managers
 - 1.1.7 Principals
 - 1.1.8 Information Technologist (IT)
 - 1.1.9 System Support Team (SST)

- 1.2 Credit cards and PINs are not to be shared, however, cardholders may use their Board credit card to make purchases related to Board business for other staff members, such as booking of travel arrangements, hotel rooms, payment of membership dues etc. This remains subject to proper levels of authorization.

- 1.3 In the future, other employees as approved by the Director of Education may be granted a Board corporate credit card for their business use.
- 1.4 This Administrative Procedure and related Policy are to be reviewed with authorized corporate credit card users, prior to initial use of credit card. Credit cards will not be distributed unless Form 1 is signed by the cardholder (**see Appendix A Form 1**)
- 1.5. The 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.
- 1.6 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.
- 1.7 All expenses are to be supported by original receipts. Hospitality expense claims should be accompanied by the names and roles of individuals entertained and the purpose of the hospitality should also be clearly stated.
- 1.8 All travel expenses are to adhere to the 'Travel Expenses' Policy [P-F 405 Travel Expenses](#) and Administrative Procedure [AP-F 405 Travel Expenses](#). 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 the additional administrative burden.
- 1.9 Purchases made through a Board credit card are subject to 'Purchasing' Policy [P-F 404 Purchasing](#) and Administrative Procedure [AP-F 404 Purchasing](#). Proper levels of authorization are required according to the dollar amount of the purchase.
- 1.10 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.
- 1.11 For other cardholders not working out of the CEC (ie. SST, 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.

- 1.12 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.
- 1.13 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.
- 1.14 The following employees will initial or sign the cardholder's credit card statement as evidence of approval for all expenses incurred:

CARDHOLDER	FINAL APPROVAL
Director of Education	Chair of the Board
Superintendents	Director of Education
Principals	Superintendent supervising the school
SST	Superintendent with this Portfolio
Plant & IT Staff	Department Managers
Assistant Managers	Department Managers
Department Managers,	Director of Education
Executive Administrative Assistant & Communications Officer	Director of Education
Executive Administrative Assistant to the Superintendents	Superintendents

Director of Education

Chair of the Board

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

Appendix A - Form 1

SUPERIOR NORTH CATHOLIC DISTRICT SCHOOL BOARD

I, _____, acknowledge and affirm that I have read and understood Board Policy P-F406 and Administrative Procedure AP-F 406 (Use of Corporate Credit Card – approved March 9, 2020).

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.]