



Policy: Use of Corporate Credit Card

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1.0 Policy Statement

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

Reference

- [P-F 404 Purchasing](#)
- [AP-F 404 Purchasing](#)
- [P-F 405 Travel Expenses](#)
- [AP-F 405 Travel Expenses](#)

Approval and Review Dates

Prior Date Approved: February 11, 2013

Revised Date Approved: March 9, 2020

Next Review Date: March, 2025

Reviewed by: Policy Committee, Administrative Council