

Issue Date	October 13, 2015
Revision Date	
Review Year	2020

Objective:

To provide direction for the implementation of Board Policy 4200 regarding Corporate Credit Cards.

Responsibility:

Corporate credit cards may be issued to the Superintendent, Principals, or other staff who frequently make purchases for the school.

Regulation:

- A. Availability of Corporate Credit Cards
 - 1. School credit card holders must acknowledge through a completed School Credit Card Request form that they have read and understood the Corporate Credit Card Procedures.
 - 2. Approval from the Superintendent and Board Chair must be obtained prior to the issuance of a corporate credit card.

- B. Use of Corporate Credit Cards
 - 1. Corporate credit cards may be used for the following business purposes:
 - a. Payment for business related travel and meals.
 - b. Fees to attend conferences and seminars.
 - c. Supplies, including supplies required by staff or the school administration.
 - d. Other school related purchases as appropriate.

- C. Restrictions on Use of Corporate Credit Cards
 - 1. Corporate credit cards may not be used for personal expenditures of any nature.
 - 2. Corporate credit cards are for the sole use of the individual whose name is imprinted on the card.
 - 3. The purchase limits, set out in Policy 4020: Administration of School Funds, apply to credit card purchases (\$5,000 per transaction).
 - 4. The splitting of payments in order to circumvent the requirements of the policy will be considered an abuse of the card.
 - 5. A maximum monthly credit limit of \$10,000 will be given.
 - 6. Misuse of the card may result in suspension of credit card privileges and/or disciplinary action up to and including dismissal.

- D. Payment of Credit Card Billings
 - 1. Original receipts and credit card charge slips must accompany the statement for payment. Unsubstantiated charges will be the responsibility of the card holder.
 - 2. Goods returned, must be returned for credit on the card. Cardholders must not accept a cash refund for returned goods.

References:

BP 4200 Corporate Credit Card Procedures