

LL 126824

**DIVISION CREDIT CARDS
and
SCHOOL CREDIT/PURCHASE CARDS**

Division Credit Cards

Employees authorized to use Division Credit Cards:

- Superintendent/Chief Executive Officer
- Secretary-Treasurer/Chief Financial Officer
- Assistant Secretary-Treasurer
- Manager, Purchasing

A copy of the Superintendent/Chief Executive Officer's and Secretary-Treasurer/Chief Financial Officer's credit card statement shall be forwarded on a monthly basis to the Chair of the Board for review and authorization.

Purchases are to be made to support the work of the School Division and items purchased shall become property of the School Division. Personal expenditures (travel, other) incurred on a Division credit card must be reimbursed to the School Division. All receipts/invoices must be retained and attached to the billing statement.

Expenditures incurred for food must have documentation attached indicating the purpose of the meeting and the people or group that attended.

The Assistant Secretary-Treasurer shall review and authorize all Division credit card statements on a monthly basis.

The Supervisor, Accounting shall review and authorize the Assistant Secretary-Treasurer's Division credit card on a monthly basis.

School Credit/Purchase Cards

- i. School Credit/Purchase Cards are intended to ensure that staff are not required or expected to pay for Division expenses from personal credit cards.

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- ii. Principals may apply through the Assistant Secretary-Treasurer for Division-approved School Credit/Purchase Cards to eliminate or lessen the use of personal credit cards. All applications must list the employees' names and rationale for requiring a School Credit/Purchase Card.

For incidental purchases that are small in nature (\$500 or less), staff can be reimbursed for approved expenses that they have either paid directly or charged to their personal credit card.

- iii. School Credit/Purchase Cards can be used for:
 - Travel expenses for school-related business that cannot be billed such as taxi service
 - Supplies that are required on a regular basis that do not fit into the Purchasing supply lists and cannot be invoiced, for example, Home Ec supplies
 - Purchases that are not able to be procured by the preferred process
 - Meeting expenses
 - An emergency/urgent matter
- iv. School Credit/Purchase Cards cannot be used for:
 - Personal expenses
 - Cash advances or cash back from purchases
 - Purchases that exceed the established Credit Limit for each purchase, transaction and/or total on the card
 - Purchase of tickets, travel expenses that have not been authorized
 - Rental or lease of land or buildings, including parking spaces
 - Telephone calls
 - Purchases from certain types of vendors – health or beauty shops, pawn shops, jewelry shops, etc.
 - Automatic payment deductions to pay recurring bills
 - Purchase of liquor
 - Purchase of gift certificates
 - Goods and services excluded by Division policy
- v. Specific Controls
 - All cards must be kept in a locked secure location

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- All receipts/invoices must be retained and attached to the billing statement
- The purpose for each transaction must be documented
- The Principal must review the billing statement and invoices and initial the billing statement as evidence of review
- All billing statements must be paid on a timely basis to avoid interest fees
- Billing statements must be classified by individual user (ie School Name and Employer Name)
- Credit/Purchase Cards may not be transferred, assigned or used by anyone other than the designated cardholder.

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