



# ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

## POLICY STATEMENT

### CORPORATE CREDIT CARDS

#### Rationale

The Algonquin and Lakeshore Catholic District School Board is committed to an organizational culture that operates with integrity and promotes stewardship and accountability with respect to all decisions and practices. The Board recognizes the need to reimburse staff for expenses reasonably incurred while on approved Board business.

#### Guiding Principles

- This policy applies to all Board personnel in their capacity as employees and covers expenditures from all sources of funding.
- Corporate credit cards are to be utilized for appropriate and reasonable expenditures as specified in board policies and administrative procedures.
- Corporate credit cards are to be used only for expenses incurred in relation to a cardholder's duties.
- Appropriate accounting procedures, reporting mechanisms and approvals are in place to ensure Corporate credit card expenditures are in compliance with established policies and procedures.

#### References

*Education Act*  
*Broader Public Sector Expense Directive*  
*Income Tax Act*

#### Administrative Procedures

Corporate Credit Cards

Approved: April 23, 2013

Reviewed: April 25, 2017