



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

CORPORATE CREDIT CARDS (Policy Statement: Corporate Credit Cards)

Purpose

The purpose of the Algonquin and Lakeshore Catholic District School Board administrative procedures for Corporate Credit Cards is to establish criteria and procedures for the user of corporate credit cards.

References

Education Act
Broader Public Sector Expense Directive
Income Tax Act

Procedures

1. Card Security

The responsibility for maintaining appropriate security of the card rests with the cardholder.

2. Card Limitations

Cardholders must not use a corporate credit card in the following circumstances:

- 2.1. to bypass board purchasing policies and procedures;
- 2.2. to obtain cash advance.
- 2.3. personal purchases

3. Issuance of Corporate Credit Cards and Credit Limits

- 3.1. Issuance of corporate credit cards and limits are established by the Superintendent of Finance and Business Services and are in keeping with the duties and responsibilities of the employee. All credit cardholders must be approved centrally by the Superintendent of Finance and Business Services.
- 3.2. It is the responsibility of the Superintendent of Finance and Business Services to ensure that all cardholders sign a Corporate Credit Card Acknowledgement.

4. Personal Purchases

Personal use may result in immediate cancellation of the card and disciplinary action.

5. Refunds

No cardholder may accept cash or cheque from a vendor as a refund for a previous purchase. The vendor must in all cases issue a credit to the corporate credit card.

6. Responsibilities

6.1. Cardholder

The cardholder is responsible for:

- 6.1.1. signing a Corporate Credit Card Acknowledgement (acknowledgement of responsibilities);
- 6.1.2. ensuring each purchase remains within the individual's transaction limit and monthly credit limit;
- 6.1.3. ensuring all purchases are done following Board policies and procedures;
- 6.1.4. verifying the correctness of the monthly statements and taking appropriate action to identify and correct any errors within 30 days of the statement date;
- 6.1.5. keeping all supporting documentation (i.e. corporate credit card receipt, credit notes, invoices, etc.) related to the purchase, for reconciliation and audit purposes;
- 6.1.6. photocopies of receipts or credit card slips are not acceptable as they do not show sufficient detail to authorize payment or meet audit requirements. Invoices or sales slips must be provided;
- 6.1.7. submitting the monthly statement and supporting documentation to the individual's supervisor for authorization within 30 days of the statement date. In the case of the:
 - Chair of the Board, authorization of the Superintendent of Finance and Business Services;
 - Director of Education, authorization of the Chair of the Board;
 - Superintendents, authorization of the Director of Education.
- 6.1.8. immediately notifying the company of the Corporate Credit Card and the Corporate Credit Card Coordinator in the event of a lost or stolen card;
- 6.1.9. ensuring any updates/modifications to the cardholder's name, address, department or area of responsibility is reported to their respective supervisor and the Board Corporate Credit Card Coordinator;
- 6.1.10. ensuring budget funds are available prior to any purchase.

6.2. Cardholder's Supervisor

The supervisor is responsible for:

- 6.2.1. ensuring each cardholder receives a copy of this policy and accompanying procedure from the board's Corporate Credit Card Coordinator and is aware of their responsibilities regarding the use of the corporate credit card. It is the

- responsibility of the supervisor to inform the Superintendent of Finance and Business Services where the discrepancies occur;
- 6.2.2. reviewing and signing the corporate credit card monthly statement and supporting documentation within 30 days of the statement date;
- 6.2.3. monitoring and controlling the use the corporate credit cards, to ensure that the use of the corporate credit card conforms to board policies and procedures.

6.3. Superintendent of Finance and Business Services

The Superintendent of Finance and Business Services is responsible for:

- 6.3.1. Processing the issuance or cancellation of corporate credit cards.
- 6.3.2. Processing changes to card limits.
- 6.3.3. Assisting Cardholders to resolve disputed charges and other matters.
- 6.3.4. Maintaining a master list of all Cardholders.
- 6.3.5. Ensuring that all supervisors are aware of the Corporate Credit Card Administrative procedures.
- 6.3.6. Initiating an investigation where there is improper use of the Corporate Credit Card and informing the Director of Education of the investigation.

6.4. Revocation

- 6.4.1. Inappropriate use of the corporate credit card may result in disciplinary action by the Board.
- 6.4.2. Activities that contravene this policy and its accompanying procedure may result in temporary or permanent revocation of the employee's corporate credit card.

Appendices

Forms

Form A - Corporate Credit Card Summary (Form #AC-411)
Form B - Corporate Credit Card Acknowledgement

Approved: April 23, 2013
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