



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES USE OF CORPORATE CREDIT CARD

1. All requests for corporate credit cards must be approved by the Director of Education or designate and a copy of these procedures must be reviewed with the employee upon approval. The Director of Education will set the credit limit for each card based on needs. No card will have a limit of greater than \$10,000.
2. Corporate credit cards are to be used for Board related expenses and must be used by cardholders for expenses related to their duties only.
3. Cardholders are responsible for their cards and any expenses related to them.
4. Expenditures for meals, travel and hospitality must adhere to board policy.
5. There are to be no cash advances with corporate credit cards.
6. Receipts must be submitted to the Business Department and approved by the Director of Education or designate to be attached to monthly credit card statements. The Credit Card Reconciliation form shall be completed and signed each month.
7. The Director of Education's statement is to be approved by the Chair of the Board.
8. All cardholders will sign the Corporate Credit Card Employee Acknowledgement form which states the responsibilities related to the use of credit cards.

Reference:

Ministry of Education Memorandum 2006: B15 (December 5, 2006)
School Board Expenditure Guidelines