



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES USE OF CORPORATE CREDIT CARD

Eligibility:

All requests for corporate credit cards must be approved by the Director of Education or designate. The Chair of the Board must approve requests for a corporate credit card made by the Director of Education. A copy of these procedures must be reviewed with the employee upon approval. All cardholders will sign the Corporate Credit Card Employee Acknowledgement form which states the responsibilities related to the use of credit cards.

Limits and Conditions of Use:

The Director of Education will set the credit limit for each card based on needs. If the Director of Education requests a credit card, the Chair of the Board will set the credit limit. No card will have a limit of greater than \$10,000. Corporate credit cards are to be used for Board related expenses and must be used by cardholders for expenses related to their duties only. There are to be no cash advances with corporate credit cards. Charging personal expenses to a corporate credit card is strictly prohibited in any circumstance.

Failure to comply with the conditions set forth in this policy and procedural guideline can result in one or more of the following actions:

- cancellation of the card;
- loss of credit card privileges;
- deduction of misused funds from the cardholder's salary and/or termination of employment.

Expenditures covered by corporate credit cards must be reconciled using the Credit Card Reconciliation Form. The Credit Card Reconciliation Form will include the monthly credit card statement along with itemized receipts.

Cardholder Responsibilities:

Cardholders are responsible for the card assigned to them and any expenses related to them. Cardholders must sign the Credit Card Reconciliation Form which will be authorized by the Cardholder's supervisor. Cardholders may not authorize their own statements on behalf of their supervisor.

The Credit Card Reconciliation Form will be submitted to the Business department within ten (10) business days of the credit card's statement date. Cardholders who have not reconciled monthly expenditures by the ten business day deadline will be asked to reconcile immediately. Cardholders who still do not reconcile shall be sent a reminder of their obligations. Continued failure may result in the loss of access to the corporate credit card, or possible disciplinary action.

Cardholders are responsible for ensuring that purchases via corporate credit cards meet all purchasing criteria outlined in applicable board purchasing and procurement policies. Expenditures for meals, travel and hospitality must adhere to board policy.

Supervisor's Responsibility:

The cardholder's supervisor must verify and authorize all monthly transactions. The supervisor must ensure that all credit card transactions are business related and all supporting documentation is provided by the cardholder. Any suspicious or unusual transactions must be reconciled with the cardholder immediately and referred to the Business Department.

The cardholder's supervisor must also ensure that monthly statements are signed by the cardholder.

The Director of Education's statement and the Executive Assistant to the Director's statement is to be approved by the Chair of the Board.

Monitoring:

Credit Card transactions will be monitored by the Business Department to ensure compliance. The Huron-Superior Catholic District School Board reserves the right to conduct random audits of cardholder purchases and monthly statements, either by internal or external auditors.

Reference:

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