

NUMBER:	<i>to be determined</i>
TOPIC:	Use of Corporate Credit Cards
EFFECTIVE:	February 1, 2009
CROSS-REFERENCE:	
REVISION DATE:	February 1, 2011
RESPONSIBILITY:	Superintendent of Business Services

INTENDED PURPOSE

The Halton District School Board provides corporate credit cards to designated staff, simplifying the acquisition, receipt and payment of purchases and travel expenses incurred on behalf of the Board.

Cardholders are responsible for exercising due care and judgement when using corporate credit cards.

The following Board staff is authorized to have corporate credit cards:

- Superintendents
- Executive Officers
- Associate Director
- Director
- Purchasing Department Staff
- Manager of Director's Office
- Chief Information Officer
- Other staff as approved by the Superintendent of Business Services

PROCEDURES:

Prior to obtaining a corporate credit card, the "Terms and Conditions for Usage of Board Credit Cards" agreement must be signed by the cardholder. It is the cardholder's responsibility to ensure the Terms and Conditions are met on an ongoing basis.

The Superintendent of Business Services determines credit card limits.

On a monthly basis, the credit card statements and supporting original detailed receipts must be reviewed and approved by the cardholder's immediate supervisor and any unusual items followed up on. In the case of the Director, the credit card statement must be reviewed and approved by the Chair.

The purpose of the supervisor's review is to ensure items charged to the credit card:

- meet all Board Policies and Procedures
- are reasonable and justifiable
- are adequately supported by original receipts/invoices and explanations for expenditures.

Examples of suitable use of a corporate credit card include:

- Payment for travel, meals and hospitality in compliance with established policies and procedures
- Tokens of appreciation (valued at up to \$75) for voluntary services such as presentations, guest speakers.

Examples of inappropriate use of a corporate credit card include:

- Personal charges, such as booking personal travel
- Gifts over \$75.00
- Split purchases to circumvent approval limits within the Purchasing Policy and other Board Policies
- Purchasing goods and services that should be requisitioned through the Purchasing Department in accordance with the Purchasing Policy
- Cash advances

Halton District School Board

TERMS AND CONDITIONS FOR USAGE OF BOARD CREDIT CARDS

This letter acknowledges receipt of a Board credit card in my name.

I understand and agree to the following terms and conditions for its use:

- Only business expenses may be charged to the credit card. No personal expenses may be charged to the credit card even if I plan to subsequently reimburse the Board for these purchases.
- Cash advances are NOT permitted.
- Original cash register receipts/invoices must be submitted on a monthly basis along with the credit card statement to Business Services. Note that submitting a Visa receipt without a detailed original cash register receipt/invoice is not acceptable. If original receipts are not submitted, I will be expected to provide a personal cheque to cover the outstanding balance for these items.
- The business purpose of the expenditure must be detailed on each receipt, if the purpose is not readily apparent.
- No alcohol purchases may be charged to the Board credit card.
- I accept ultimate responsibility for all purchases made using my credit card number even if I allow others in my department to use my number for purchases.
- All Board policies and procedures must be adhered to when using the credit card. This includes Travel and Expense Reimbursements, Purchasing and Hospitality Policies and Procedures.
- My card will be returned promptly to Business Services in the event I terminate my employment or begin a leave of absence with the Board.
- It is my responsibility to report lost or stolen cards to the bank from which the credit card was issued as soon as possible.
- It is my responsibility to promptly follow up with the bank from which the credit card was issued on inappropriate charges that appear on my credit card statement.

I acknowledge that if I do not adhere to the above terms and conditions my card will be cancelled.

Date: _____

Name (please print): _____

Signature: _____