

BUSINESS AND BOARD ADMINISTRATION	3000
CORPORATE CREDIT CARD POLICY	3073

1. Rationale

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

2. Policy

It is the policy of Lakehead District School Board to ensure cardholders are responsible for exercising due care and judgment when using corporate credit cards.

3. Guidelines

3.1 Corporate credit cards remain the property of the Board and must be surrendered upon termination of employment or otherwise when so directed by administration.

3.2 Corporate cards may include credit cards, procurement cards and fuel cards.

3.3 The superintendent of business determines credit card limits.

3.4 On a monthly basis, the credit card statements and supporting original documentation/receipts must be reviewed and approved by the cardholder's immediate supervisor.

3.5 The purpose of the review is to ensure items charged to the credit card:

- meet all Board policies and procedures;
- are reasonable and justifiable; and
- are adequately supported by original receipts and explanations for expenditures.

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4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u> January 26, 2010 May 22, 2012 November 26, 2019	_____