

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>CORPORATE CREDIT CARD PROCEDURES</b>	<b>3073</b>

1. 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.

2. Procedures

2.1 Availability of Corporate Credit Cards

Corporate credit cards may be issued to the following individuals:

- trustees;
- senior administration;
- principals;
- vice principals;
- managers and supervisors; and
- other employees as determined from time to time by administration.

2.2 Use of Corporate Credit Cards

Corporate credit cards may be used for the following business purposes:

- payment for business related travel, meals, hospitality and supplies in accordance with established policies and procedures;
- payment for tokens of appreciation for voluntary services; and
- other purchases as appropriate and approved by supervisor.

2.3 Payment of Credit Card Billings

- Credit card statements must be checked by the cardholder, reconciled and approved by the supervisor promptly, in order to avoid incurring interest charges.
- Original receipts and credit card charge slips must accompany the statement for payment. Unsubstantiated charges will be the responsibility of the card holder.

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2.4 Restrictions on Use of Corporate Credit Cards

- Corporate credit cards may not be used for personal expenditures of any nature whatsoever.
- Corporate credit cards are for the sole use of the holder and must not be used for expenditures on behalf of other employees, other than normal hospitality expenses initiated by the holder for business purposes.
- The purchase order limits, set out in 3030 Purchasing Policy and Procedures, apply to credit card purchases (i.e., the splitting of payments in order to circumvent the requirements of the policy will be considered an abuse of the card).
- Use of the card must be in compliance with all other policies.
- Misuse of the card may result in suspension of corporate credit card privileges.

2.5 Approvals

Expenditures approvals are as follows:

- The vice chair, who is responsible for the trustees' budget, approves all other trustee expenditures.
- The chair approves the expenditures of the vice chair and the director of education.
- The superintendent of business reviews all trustee expenditures and approves them in the absence of the vice chair.
- All other expenditures are approved by the cardholder's immediate supervisor.

3. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

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