



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670

<http://www.scdsb.edu.on.ca>

**ADMINISTRATIVE
PROCEDURES
AND GUIDELINES
APG #CS21**

CORPORATE CREDIT CARDS

PREAMBLE

The Sudbury Catholic District School Board is committed to an organizational culture that operates with integrity and promotes stewardship and accountability with respect to all decisions and practices. The Board recognizes the need to reimburse staff for expenses reasonably incurred while on approved Board business.

- This policy applies to all Board personnel in their capacity as employees and covers expenditures from all sources of funding.
- Corporate credit cards are to be utilized for appropriate and reasonable expenditures as specified in board policies and administrative procedures.
- Corporate credit cards are to be used only for expenses incurred in relation to a cardholder's duties.
- Appropriate accounting procedures, reporting mechanisms and approvals are in place to ensure Corporate credit card expenditures are in compliance with established policies and procedures.

References

Education Act

Ministry of Education Guidelines - Memo 2006:B15

Income Tax Act

GUIDELINES

1. Card Security

The responsibility for maintaining appropriate security of the card rests with the cardholder.

Effective Date : April 1, 2007
Revised Date : _____

Interim Director of Education : _____



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2. Card Limitations

Cardholders must not use a corporate credit card in the following circumstances:

- a. to bypass board purchasing policies and procedures;
- b. to obtain cash advance.
- c. personal purchases

3. Issuance of Corporate Credit Cards and Credit Limits

Issuance of corporate credit cards and limits are established by the Superintendent of Business and are in keeping with the duties and responsibilities of the employee. All credit cardholders must be approved centrally by the Superintendent of Business.

4. Personal Purchases

Personal use may result in immediate cancellation of the card and disciplinary action as deemed appropriate.

5. Refunds

No cardholder may accept cash or cheque from a vendor as a refund for a previous purchase. The vendor must in all cases issue a credit to the corporate credit card.

6. Responsibilities

a. Cardholder

The cardholder is responsible for:

- i. signing a Corporation Credit Card Agreement (acknowledgement of responsibilities);

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- ii. ensuring each purchase remains within the individual's transaction limit and monthly credit limit;
- iii. ensuring all purchases are done following Board policies and procedures;
- iv. verifying the correctness of the monthly statements and taking appropriate action to identify and correct any errors;
- v. keeping all supporting documentation (i.e. corporate credit card receipt, credit notes, invoices, etc.) related to the purchase, for reconciliation and audit purposes;
- vi. photocopies of receipts or credit card slips are not acceptable as they do not show sufficient detail to authorize payment or meet audit requirements. Invoices or sales slips must be provided;
- vii. submitting the monthly statement and supporting documentation to the individual's supervisor for authorization. In the case of the:
 - Chair of the Board, authorization of the Vice Chair of the Board;
 - Director of Education, authorization of the Chair of the Board;
 - Superintendents, authorization of the Director of Education.
- viii. immediately notifying the company of the Corporate Credit Card and the Corporate Credit Card Coordinator in the event of a lost or stolen card;
- ix. ensuring any updates/modifications to the cardholder's name, address, department or area of responsibility is reported to their respective supervisor and the Board Corporate Credit Card Coordinator;
- x. ensuring budget funds are available prior to any purchase.

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b. Cardholder's Supervisor

The supervisor is responsible for:

- i. ensuring each cardholder receives a copy of this policy and accompanying procedure from the board's Corporate Credit Card Coordinator and is aware of their responsibilities regarding the use of the corporate credit card. It is the responsibility of the supervisor to inform the Superintendent of Finance and Business Services where the discrepancies occur;
- ii. reviewing and signing the corporate credit card monthly statement and supporting documentation;
- iii. monitoring and controlling the use the corporate credit cards, to ensure that the use of the corporate credit card conforms to board policies and procedures.

c. Revocation

- i. Inappropriate use of the corporate credit card may result in disciplinary action by the Board.
- ii. Activities that contravene this policy and its accompanying procedure may result in revocation of the employee's corporate credit card.

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