

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD
 151 Dairy Avenue, Napanee, Ontario K7R 4B2
CORPORATE CREDIT CARD SUMMARY

Click on the paperclip (left side of screen) for instructions on completing the Corporate Credit Card Summary and Contact Information.

Card Holder:

STMT Date:

Date YYYY-MM-DD	Supplier/Place of Purchase	Description of Expense (for travel and hospitality include location of event, names of individuals/groups, their titles and organizations and the circumstances)	Hospitality (H) must be approved	# of people covered by receipt	Receipts Yes/No Use Missing Receipt Declaration (#AC-403) (D) when applicable	G/L Account #	COL 1 Amount charged to credit card	COL 2 Amount to be Reimbursed to Board (Cheque attached)	COL 3 Net Board Expense prior to GST Rebate
TOTAL EXPENSES									
Please total expenses for each account and summarize below:									
Account # Summary XX-XXX-XXX-XXX-X	Board Expenses prior to GST Rebate from Col 3 above	COL 4 Extract GST at 4/104 x 68%	COL 5 Net Amount to be charged to G/L						
SubTotal		\$0.00	\$0.00						
Net Board Expense from Above (COL 3)		\$0.00	\$0.00						
Reconciliation Balance - must equal zero (0)									

RECONCILIATION FOR AUDIT PURPOSES:	
Total of COL 5 - Net amount to be charged to G/L	\$0.00
Total of COL 4 - Regular GST 65-999-842-430-6	\$0.00
Total of COL 2 - Personal cheque attached	
Total of COL 1 - Amount charged to credit card	
Balance per Credit Card Statement - please input from statement	
Difference - must equal Zero (0)	

I confirm that I have checked this reconciliation and all board expenses comply with Board policy.

Approved: _____ Date: _____

Signature of Approver for Hospitality where supervisor is not Chair, Vice-Chair, Director or Superintendent.

Approved: _____ Date: _____

Form AC-411 03/08

TIPS FOR COMPLETION:

1. Receipts should be input and attached to the form in the statement order.
2. VISA slips are not receipts. Receipts detailing items purchased or services rendered must be included.
3. Charges billed directly to hotel bills must include the detailed receipt (i.e., meals, room service, etc.).
4. A personal cheque must be attached for any personal expenses and for any amounts over the daily limits.
5. It is the cardholder's responsibility to obtain all receipts. All receipts must be attached prior to approver's signature. Most missing receipts can be obtained by contacting the vendor.

I confirm that I have read and complied with all applicable Board Policy including travel, hospitality and credit card use.

Card holder's Signature _____

Date: _____