

POLICY STATEMENT

CORPORATE CREDIT CARDS

Rationale

The Algonquin and Lakeshore Catholic District School Board is committed to efficiently and effectively allocate the resources and protect the assets of the Board. The Board recognizes the need to reimburse staff for expenses reasonably incurred while on approved Board business.

Guiding Principles

- This policy applies to all Board personnel who have been provided a corporate credit card 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 employment 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.
- All purchases made with corporate credit cards must adhere to the Procurement Policy and Administrative Procedures.

References

Education Act
Broader Public Sector Expense Directive
Income Tax Act
Records and Information Management Policy
Procurement Policy
Travel and Expense Reimbursement Policy

Administrative Procedures

Corporate Credit Cards

Revised May 2021