Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	500 – BUSINESS PROCEDURES	**CODE:**	AP 514
PROCEDURE:	**DIVISION CREDIT CARDS**		

BACKGROUND

In order to provide a more convenient, efficient and cost-effective method of payment for transactions, credit cards will be provided to personnel approved by the Director. The credit card is to be used for the purchase of goods and services needing immediate payment. Proper record keeping will be necessary to ensure accountability.

PROCEDURES

1. Transaction limits for cardholders shall be as follows:

   1.1 Single transactions limits for individual cardholders shall be up to five thousand dollars ($5,000.00) maximum and may be exceeded only in accordance with a Division approved expenditure; and Monthly charge limits for individual cardholder shall be up to five thousand dollars ($5,000.00) maximum. (This limit will be reviewed as spending history accumulates.)

2. Credit card transactions shall be for approved purposes only and shall NOT be used for:

   2.1 Cash advances or other financial services;

   2.2 Lottery tickets or other betting;

   2.3 Any merchant, product, or service considered to be inappropriate use of Division funds;

   2.4 Where a blanket, cover or open purchase order is in place;

   2.5 Any commitment requiring a purchasing agreement, contract or similar arrangement obligating the Division to future services;

   2.6 Any purchase intended to bypass the Division's obligation to the competitive bidding process;

   2.7 Temporary help;

   2.8 Personal purchases; or

   2.9 The personal accumulation of air mile points, discounts or cash back incentives from purchases.

3. Each credit card is linked to one General Ledger budget code, in which all monthly card transactions will be recorded.

4. The Chief Financial Officer or designate will control and maintain a central listing of all cardholders, limits, etc.

5. Requests for new cards are to be initiated through the Chief Financial Officer.

6. Credit cards will be forwarded to the Division Office to enable the proper tracking. Cardholders will be required to sign for their credit card up on issuance to acknowledge the receipt of the credit card.

7. Lost or stolen credit cards should be immediately reported to the Chief Financial Officer and the Credit Card company.

8. The cardholder must obtain and retain the cash register receipt and/or proof of purchase to and ensure that the supplier's GST number (if applicable) is on the receipt.

9. Each cardholder will receive a monthly statement identifying each transaction made against the credit card during the previous month.

10. The cardholder is responsible to ensure that all transactions are accurate and legitimate and all receipts for credit card purchases are to be forwarded with their monthly statements. Any discrepancies must be reported to the Chief Financial Officer and appropriate action taken to resolve any problems.

11. The Chief Financial Officer shall request that the bank cancel the credit card of any staff member resigning from the Division and from School Community Council (SCC) representatives that are replaced as a result of SCC elections. It is recommended that returned credit cards be destroyed at the Board Office and proof of cancellation be maintained.

12. Credit cards will be made available to:

    12.1 Director of Education;

    12.2 Superintendent of Education;

    12.3 Supervisor of Instruction and Learning;

    12.4 Chief Financial Officer;

    12.5 Occupational Therapist;

    12.6 Computer Technicians;

    12.7 Band Instructor;

    12.8 Central Office Executive Assistant;

    12.9 School Principals;

    12.10 School Vice-Principals;

    12.11 School Community Councils;

    12.12 Other Division Office staff as approved by the Director of Education.

Reference: Sections 69, 85,108, 109, 110, 344, 349, 352, 354, 355 Education Act
Annex 502.4 Agreement on Internal Trade

Date Issued: November 21, 2007
Date Revised: January 20, 2015