

AP 5017: Corporate Credit Cards

Background

The use of corporate credit cards for staff is authorized to allow cardholders to more effectively conduct their duties.

The Secretary-Treasurer has overall authority and responsibility for the credit card program. The Secretary-Treasurer delegates responsibility to administering the credit card program and credit facilities in the best interests of the district to the Manager of Finance.

Procedures

1. Credit cards may be issued with the approval of the Manager of Finance in consultation with the direct supervisor.
2. Corporate credit card use shall be tracked through the platform provided by the authorized banker. Expenses paid through corporate credit cards shall be accounted for in accordance with budget account codes provided in the district's financial system.
3. Individual credit limits must be appropriate to the expected use of the cardholder.
4. Corporate district credit cards may be used for travel expenses only as per AP 5030 Reimbursement of Travel Expenses.
5. Individual cardholders are responsible for the purchases made on their credit card. Inappropriate use of a credit card may lead to revocation of the card, require reimbursement by the cardholder to the district and are subject to investigation for misconduct.
6. Purchases made on cards which have been lost or stolen will be handled as provided by the card issuer, and will not involve action against the employee, provided the employee has taken the steps required to report loss or theft in a timely manner.
7. The credit card statement shall be available online to the cardholder. Staff members shall code their expenses to the appropriate budget account code. The cardholder shall provide validation and substantiation of credit card charges, identifying the nature of the charges by way of receipt and shall upload their receipts by the 1st of the following month (i.e. October 25 statement is due on November 1).
8. If there are charges that should be charged to an account code that is not available to select on the online platform (i.e. account does not belong to their cost centre), the cardholder will obtain the account code and written approval (i.e. email) to charge the amount to the account code from the respective budget holder. The written approval with the account code will be uploaded with the receipt.

9. If the cardholder does not enter all budget account codes online or provide the information outlined in 7., the charges will be posted to the department's general supplies account and the employee must provide details of unsubstantiated amounts prior to posting an entry that moves charges to the appropriate school or department account. Cardholders are expected to process the month end process for credit card purchases promptly.
10. It is the cardholder's responsibility to indicate that these charges are district-related business. If not, the charges shall be promptly recovered from the cardholder.
11. If no receipt is submitted (i.e. missing receipt), the charges will be recovered from the cardholder.
12. Cardholders are reminded that these cards are for reimbursable business expenses only. Personal use of these cards, including expenditures for fuel in personal vehicles for travel, is prohibited, since a mileage claim is the method by which use of personal vehicles is covered.