



The Limestone District School Board provides business credit cards to senior staff, and other staff as approved by the Director, in order to carry out their Board responsibilities.

1. Definition

- 1.1. A business credit card is a corporate Visa card imprinted with Limestone District School Board, the cardholder's name, a credit card number, and a validity period.
- 1.2. The business credit card will provide an efficient means, to pay for travel and other business expenses that are a part of their Board responsibilities. Benefits to the board include improved financial control and ease of use for staff to carry out their Board responsibilities.
- 1.3. Goods and services that are eligible purchases for the business credit card are:
 - Low dollar items that would not be purchased using a more formal purchasing procedure
 - Would otherwise require reimbursement to an employee
 - The procedure of "coding and approving" invoices. Examples of code and approve invoices would be Staples, Spectrum, Indigo and FDMT invoices.
- 1.4. Low dollar value goods and services are defined as transactions that have a cumulative value of less than \$5,000 each month including taxes. This amount may be increased as requested if individual circumstances warrant and subject to the approval of the Superintendent of Business Services.

2. Use and Care of Business Credit Card

- 2.1. The responsibility for maintaining appropriate security of the card rests with the cardholder. Only the person to whom the card is issued may use the card. The card



is not transferable to other employees.

2.2. Cardholders must not use a business credit card in the following circumstances:

- To bypass any existing tendered contract
- To Split larger dollar transactions into two or more purchasing card slips of \$5,000 or less
- To bypass board purchasing policies and procedures
- Cash advances
- Personal purchases
- Restricted items as specified on the merchant category groups
- Furniture and audio-visual equipment
- Entertainment related expenditures

2.3. Personal use and other activities that contravene this administrative procedure may result in the immediate cancellation of the card and further disciplinary action as deemed necessary.

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

3. Responsibilities

3.1. The cardholder is responsible for:

- Signing an employee agreement form (acknowledgement of responsibilities)
- Ensuring purchases remain within the individual's monthly credit limit



- Ensuring all purchases are done following board policies and procedures
 - Ensuring eligible meals and refreshments are within the reimbursement rates outlined in Administrative Procedure 510 – Appendix C
 - Ensuring there are no personal expenses incurred on the card
 - Verifying the correctness of the monthly statements and taking appropriate action to identify and correct errors
 - Keeping all supporting documentation (i.e. credit card receipt, credit notes, invoices, etc.) related to the purchase, for reconciliation and audit purposes
 - Submitting the monthly statement and supporting documentation (ie. business card receipt, credit notes, sales receipts etc) to the individual's supervisor for authorization by the 10th day of the following month.
 - Immediately notifying the US Bank and the Board's Accounting Department in the event of a lost or stolen card
 - Ensuring updates/modifications to the cardholder's name, address, department or area of responsibility is reported to their supervisor and the Accounting Department
 - Ensuring budget funds are available prior to any purchase
- 3.1.1. Failure to meet the timeline to submit the monthly statement and supporting documentation for three (3) consecutive months may result in cancelation of the cardholder's business card.
- 3.1.2. Overages related to meals or refreshments must be reimbursed to the board though a payroll deduction or by cheque. Cheques must be received in Accounting on or before the 18th business day of the following month. Failure to comply may result in cancelation of the cardholder's business card.



3.2. The cardholder's supervisor is responsible for:

- Ensuring each cardholder under their supervision is familiar with this administrative procedure and understands the limitations of the business credit card and their responsibilities as a cardholder
- Reviewing and signing the credit card statement and supporting documentation each month
- Submitting the signed package to the Accounting Department by the 18th of the following month
- Monitoring and controlling the use of business credit cards to ensure that the use of business credit cards conforms to board policies and procedures

3.3. The Financial Services department, under the authority of the Superintendent of Business Services, is responsible for the adoption and practice of this Administrative Procedure.