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| Niagara Catholic District School Board  ***CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY***  STATEMENT OF GOVERNANCE POLICY | | |
| **600 – Business Services** | **Policy No 600.4** |
| Adopted Date: March 27, 2007 | Latest Reviewed/Revised Date: January 30, 2024 |

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the Purchasing/Supply Chain Management Policy (600.1) and Administrative Operational Procedures, the Board recognizes that the purchase and payment of low value goods and services can be expedited through the use of Corporate Cards, Purchasing Cards and Petty Cash.



The Niagara Catholic District School Board authorizes the Superintendent of Business and Financial Services or designate to approve the issuance of Corporate Cards, Purchasing Cards and Petty Cash to users, as well as to establish single transaction and monthly purchase credit limits.

All Cardholders and immediate supervisors are responsible for ensuring that they adhere to and understand all internal controls outlined in the administrative operating procedures to minimize risk.

The Director of Education will issue the [*Administrative Operational Procedures*](https://docushare.ncdsb.com/dsweb/Get/Document-1982005/600.4%20-%20Corporate%20Cards%2c%20Purchasing%20Cards%20and%20Petty%20Cash%20Policy%20OAP.pdf) for the implementation of this policy.

# References

* ***[Broader Public Sector Accountability Act (BPSAA), 2010](https://www.ontario.ca/laws/statute/10b25)***
* ***Niagara Catholic District School Board Policies/Procedures***
  + [***Employee Code of Conduct and Ethics Policy (201.17)***](https://docushare.ncdsb.com/dsweb/Get/Document-1982043/201.17%20-%20Employee%20Code%20of%20Conduct%20and%20Ethics%20Policy.pdf)
  + [***Purchasing/Supply Chain Management Policy (600.1)***](https://docushare.ncdsb.com/dsweb/Get/Document-1982058/600.1%20-%20Purchasing%20Supply%20Chain%20Management%20Policy.pdf)

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| **Adopted Date: Revision History:** | **March 27, 2007**  **December 17, 2013**  **May 28, 2019**  **January 30, 2024** |