



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: May 28, 2019

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Purchasing of Goods and Services Policy (600.1) and the related Administrative Procedures recognize 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 Director of Education to provide Corporate Cards, Purchasing Cards and Petty Cash to appropriate employees in order to fulfill their duties.

The Director of Education will issue the [Administrative Operational Procedures](#) for the implementation of this policy.

### **References**

- [Broader Public Sector Accountability Act \(BPSAA\), 2010](#)
- [Niagara Catholic District School Board Policies/Procedures](#)
  - [Employee Code of Conduct and Ethics Policy \(201.17\)](#)
  - [Purchasing/Supply Chain Management Policy \(600.1\)](#)

<b>Adopted Date:</b>	<b>March 27, 2007</b>
<b>Revision History:</b>	<b>December 17, 2013</b> <b>May 28, 2019</b>