



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](#) 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 \(600.1\)](#)

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