



Niagara Catholic District School Board

## **CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY**

ADMINISTRATIVE OPERATIONAL PROCEDURES

600 – Business Services

Policy No 600.4

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: January 30, 2024

### **DEFINITIONS**

#### ***Corporate Card***

A Niagara Catholic credit card issued to corporate employees. Purchases must adhere to the Purchasing/Supply Chain Management Policy (600.1).

#### ***Purchasing Card***

Procurement card, or P-card, is a form of company credit card that is issued to non-corporate employees. Purchases must adhere to the Purchasing/Supply Chain Management Policy (600.1).

All employees who are issued credit cards are expected to follow Niagara Catholic's policies and procedures related to credit card use, including reviewing and approving transactions within given deadlines.

#### ***Petty Cash***

A small amount of funds given to a Board Employee to be kept in a locked cashbox and used to pay for minor goods and services.

1. Corporate Cards will be issued to Members of Senior Administrative Council. Purchases will not be subject to a single purchase limit; however will be subject to a monthly purchase limit.
2. Corporate Cards may be provided to corporate administrators and other board employees, with the approval of the Superintendent of Business and Financial Services, if it is deemed necessary for them to carry out their responsibilities. Purchases will be subject to a single purchase limit and monthly purchase limit.
3. Purchasing Cards will be provided to all Principals and Vice-Principals and purchases will be subject to a single purchase limit and monthly purchase limit
4. Through the Superintendent of Business & Financial Services, the appropriate Family of Schools Superintendent of Education may provide adequate Petty Cash Funds for Board departments under their supervision, in order to facilitate the purchase and payments of low value goods and services, in accordance with the Purchasing/Supply Chain Management Policy (600.1).
5. Approved Corporate Cards and Purchasing Cards will be issued by the bank responsible for the Board's Banking Services and they shall be issued in the name of the Board and the Employee. Approved Petty Cash Funds for Board Employees will be issued by the Accounting Department.

6. Corporate Cards, Purchasing Cards and Petty Cash Funds are to be used solely for expenses related to Board Business.
7. Cash Advances from Corporate Cards, Purchasing Cards and Petty Cash are not permitted.
8. Personal expenses shall not be charged to Corporate Cards, Purchasing Cards and Petty Cash. Any personal expenses charged in error shall be recovered from the respective employee.
9. All receipts and invoices for expenses paid with Corporate or Purchasing Cards shall be scanned and uploaded into the Board's Financial Software as a PDF document; no other format will be accepted. Receipts and invoices shall be clearly visible and legible in scanned documents. Expenses shall be submitted for approval within given deadlines. Failure to adhere to given deadlines may result in the revocation of credit card privileges.
10. Expenses paid with Petty Cash funds shall be processed and submitted for approval using the Board's Financial Software. All receipts and invoices for these purchases shall be scanned and uploaded as a PDF document; no other format will be accepted. Receipts and invoices shall be clearly visible and legible in scanned documents.
11. All expenses paid by Corporate Card, Purchasing Card and Petty Cash shall be reviewed and approved by the appropriate supervisor, with the following exceptions:
  - The expenses of the Director of Education shall be approved by the Chair of the Board.
  - The expenses of the Chair of the Board shall be approved by the Superintendent of Business and Financial Services and the Director of Education.
12. Failure to abide by this policy and the related administrative procedures may lead to the cancellation of the Corporate Cards, Purchasing Cards and Petty Cash and may lead to appropriate disciplinary action at the discretion of the Director of Education.

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