

Administrative Procedure 516

CORPORATE CREDIT CARDS

Background

The use of corporate credit cards for staff is authorized to allow cardholders to more effectively conduct their duties.

Procedures

1. Corporate credit cards may be issued under the approval of a Principal or a Manager.
2. Corporate credit card use shall be tracked through the District's line of credit with its authorized banker. Expenses paid through the corporate credit cards shall be accounted for consistent with budget lines provided in the District's Financial Accounting System.
3. Individual credit limits must be appropriate to the expected use of the cardholder.
4. Individual cardholders are responsible for the purchases made on their credit card account. Inappropriate use of a credit card may lead to revocation of the card, require reimbursement by the cardholder to the District, or other penalties, up to and including termination of employment.
5. Purchases made on cards which have been lost or stolen will be handled as provided by the card issuer, and will not involve action against the employee, provided the employee has taken the steps required to report loss or theft in a timely manner.
6. Charges shall be coded to and billed against the cardholder's expense budget. Staff members shall code their expenses to the appropriate budget line.
7. The cardholder shall provide validation and substantiation of charge card charges to the Principal or Manager by way of receipts and activity upon the monthly billing cycle and immediately following payment due date on card.
8. If the Principal or Manager has not received substantiation of charges all unsubstantiated amounts shall be offset against the next payroll for the cardholder.
 - 9.1 The intent of these procedures is to ensure that the credit card is paid promptly and interest charges avoided.
9. Furthermore, it is the cardholder's responsibility to indicate that these charges relate to authorized District related business. If the charges are not so related, they shall be promptly recovered from the cardholder.
10. Cardholders are reminded that these cards are for reimbursable business expenses only. Personal use is prohibited, and this includes expenditures for fuel in personal vehicles for

travel, since mileage is the method by which travel expenses are covered, unless approval is granted by the supervisor.

Reference: Sections 22, 23, 65, 85 School Act
Financial Information Act
[Link to Manual \(PCARD\)](#)

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Revised: