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## CORPORATE PROCUREMENT CARDS

### Background

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

### Procedures

1. Corporate procurement cards may be issued under the approval of the Secretary-Treasurer.
2. Corporate procurement card use shall be tracked through the District's line of credit with its authorized banker. Expenses paid through the corporate procurement 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 procurement card account. Inappropriate use of a procurement 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. The cardholder shall provide validation of procurement card charges to their supervisor by way of receipts. All receipts are to be retained and attached in transaction order to the monthly statement.
7. Once all the receipts are attached, the procurement card statement shall be forwarded to the Principal, Director, or Supervisor for approval.
8. Once approved the original statement shall be forwarded to Accounts Payable personnel for processing.
9. All cardholders are responsible for verifying that the charges are coded correctly to the appropriate budget code prior to submitting them to accounts payable for processing.



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10. Cardholders are reminded that these cards are for 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 prior approval has been granted by a supervisor.

Reference: Sections 22, 23, 65, 85 *School Act*  
*Financial Information Act*  
New West Partnership Trade Agreement

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