

Business Credit Cards

Policy - 3315

March 23, 2010

Review Date: February 11, 2014

The Board of Education believes that the use of business credit cards is a sound business practice that contributes to the efficiency and cost savings of school district operations. The Secretary-Treasurer will be responsible for the administration of the business credit card program.

Guidelines

- 1. The business credit cards shall be applied for by the Secretary-Treasurer and issued in the name of the Board of Education of School District #81 (Fort Nelson). The individual to whom the business card is issued must maintain exclusive custody and possession of the business credit card. The business credit card may not be loaned to another individual. The person to whom the business credit card is issued is personally accountable for each charge made on the business credit card.**
- 2. Upon completion of appropriate authorization forms, business credit cards may be issued to the following staff:**
 - a. Board of Education Trustees (5)**
 - b. Superintendent of Schools**
 - c. Secretary-Treasurer**
 - d. Principal**
 - e. Maintenance Supervisor**
 - f. School Principals (5)**
- 3. An appropriate credit limit and business card program will be determined for each card holder. Cards are issued for school district expenditures only. No cash advances are authorized with the business credit card.**
- 4. Business credit cards may be utilized to cover expenses incurred on Board Business or Board sponsored professional development as follows:**
 - a. Hotel Accommodation – expenses based on single accommodation**
 - b. Transportation Costs – airline and other related transportation fees such as bus or taxi**
 - c. Other expenses such as meal or personal accommodation if advance allowances have not been provided.**
- 5. Business credit card usage at individual schools and board office will be authorized to replace the use of purchase orders.**

- 6. Business credit card holders will be required to complete a detailed summary of expenses, on a monthly basis, on the prescribed form prepared by school board staff. Appropriate documentation will include a credit card slip and an attached supporting invoice which contains the following information:**
 - a. date indebtedness incurred;**
 - b. amount paid including all applicable taxes;**
 - c. who incurred the charge;**
 - d. purpose of the indebtedness including an itemized description of the goods or services purchased;**
 - e. name of the person who used the business credit card; and**
 - f. the name, address, and telephone number of the vendor**

- 7. Violation of any provision of this policy may result in cancellation of the user's privileges or dismissal.**

