



Administrative Procedure 516

CORPORATE CREDIT CARDS

Background

The use of corporate credit cards / Purchasing Cards "PCards" for staff is authorized to allow cardholders to more effectively conduct their duties.

The Secretary-Treasurer has overall authority and responsibility for the PCard Program. The Manager Purchasing has been authorized to administer the PCard Program and to utilize the program and credit facilities in the best interests of the District. The Assistant Secretary-Treasurer and Manager, Purchasing are authorized to approve PCard applications and PCard limits and restrictions.

Refer to [Purchasing Card Program Procedures and Application Form](#).

Procedures

1. PCard may be issued under the approval of a principal or a manager.
2. PCard use shall be tracked through the District's line of credit with its authorized PCard provider. Expenses paid through the PCard 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 PCard account. Inappropriate use of a PCard may lead to revocation of the card, require reimbursement by the cardholder to the District, are subject to investigation for misconduct.
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 PCard reconciliation coding shall be forwarded to Accounts Payable personnel for immediate payment. Charges shall be coded to and billed against the cardholder's expense budget. Staff members shall code their expenses to the appropriate budget line within PCard timelines.
7. The Cardholder shall provide validation and substantiation of PCard 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. 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.
9. 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 supervisor.

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

Adopted: December 15, 2020, December 19, 2024