

Administrative Procedure 503 CREDIT CARDS

The purpose of issuing ECACS Division Corporate Credit Cards to schools is to enable direct purchases of items that are not available through purchase order requests (i.e. textbooks, etc.).

Procedures

1. The Secretary-Treasurer holds the responsibility for the account and may designate a Program Administrator to perform administrative processes. The Secretary-Treasurer or designate shall maintain a central listing of all cardholders, limits, controls, etc.
2. Each school may have a maximum of two credit card holders. At the principal's discretion, a second card may be issued by completing an *Application for Corporate Card* to be signed by both the principal and the potential cardholder. The maximum credit limit is \$2500 per school.
 - 2.1 If a principal chooses to have the second card issued, the maximum must be allocated between the two cards.
 - 2.2 The school is responsible for tracking expenditures and ensuring that purchases are within the credit limit.
 - 2.3 Temporary increases to credit limits can be authorized by the Secretary-Treasurer during peak times, upon written request.
3. Unacceptable uses or practices in relation to an ECACS issued Corporate Credit Card is a serious matter. If an employee has engaged in unacceptable use or practice, or made repeated personal purchases, the District will review the conduct and if appropriate, consider disciplinary action including termination of the employment relationship. If circumstances warrant, the Division may refer the matter to police if theft or fraud is suspected.
4. The Secretary-Treasurer is responsible for non-school cards issued. The principal is responsible for all purchases made on the card(s) issued for the school. They are responsible to ensure that all ECACS regulations regarding expenses are followed. Under no circumstances shall cards be used for personal purchases. No liquor or lottery tickets nor cash advances may be purchased on the credit card. Unintentional use must be reported immediately to the Secretary-Treasurer.
5. The principal is responsible for reviewing and approving the credit card statements. The Secretary-Treasurer is then responsible for reviewing and approving on the credit card statements.
 - 5.1 Should a discrepancy be noted on a statement, the cardholder is responsible for initiating the dispute and following through to its resolution.

- 5.2 The purpose of each purchase must be identified on each receipt. Proper documentation includes the date of transaction, a listing of items purchased and Vendor's GST #. The principal or designate shall ensure that the dimension code is recorded on the receipt, the statement signed by the principal to indicate that the purchases have been verified and approved, and submitted to Central office within 3 days of receipt of statements.
6. Payment is made monthly prior to due date. If receipts are not provided, payments will be made and expensed to the card holder's school in order to avoid interest charges on account. The principal must provide supporting documents without further delay.
- 6.1 It is also understood that tracking by vendor is not possible by Central Office for credit card purchases. Should the school require a record of purchases from a vendor, a spreadsheet with that information should be kept at the school.
7. The Secretary-Treasurer or designate will notify the cardholder and document non-compliance of these procedures. After two notices the cardholder's privileges will be revoked.
8. ECACS issued credit cards may be used for on-site, on-line or telephone purchases. It is understood that the preference for ECACS expenditures is to use a purchase order, while the credit card is to be used where PO's are not accepted.
9. If the credit card is lost or stolen the cardholder must notify the financial institution immediately, and request that it be cancelled. Notification to the Secretary-Treasurer shall be given by e-mail.

Reviewed/Revised: June 2014

**Application for Corporate Credit Card
East Central Alberta Catholic School Division #16**

The Corporate Credit Card represents ECACS Division's trust in its employees. You are empowered as a responsible agent to safeguard Division assets. Your signature below is verification that you have read this *Administrative Procedure* and agree to comply with the following acknowledgements and provisions

1. I understand the card is for Division approved purchases only, and I agree not to charge personal purchases.
2. Improper use of this card may be considered misappropriation of Division funds. This may result in disciplinary action, up to and including termination of employment.
3. If the card is lost or stolen notification to the financial institution by telephone and the Secretary-Treasurer by e-mail shall be done immediately.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by the Division. The bank cannot accept any monies from me directly. Therefore, any personal charges billed to the Division could be considered misappropriation of Division funds.
7. The card is Division property. I understand that I am required to comply with internal control procedures designed to protect Division assets.
8. I understand the Corporate Credit Card is not provided to all employees. Assignment is based on my need to purchase materials for the Division. My card may be revoked based on change of assignment, location, or change in need. I understand that the card is not an entitlement nor reflective of title or position.
9. I understand that the Secretary-Treasurer may modify limits based on need, or cancel or revoke the card at any time.
10. I understand and agree to ECACS disclosing my date of birth to as a requirement by the financial institution for each cardholder.

Employee Signature

Secretary-Treasurer Signature

Printed Name

MaryAnn Threinen

Secretary-Treasurer

Date: _____ Date: _____