

<b>Policy Title</b>	<b>Corporate Credit Cards, Procurement Cards, and Petty Cash</b>		
<b>Date of Issue</b>	September 18, 2007	<b>Related Procedure</b>	AP 3504-D; AP 4130-D
<b>Revision Dates</b>	February 21, 2012 (rev. Rationale-Strategic Plan); September 18, 2012; February 16, 2021	<b>Related Forms</b>	AF 3504, AF 3505
<b>Review Date</b>	February 1, 2026	<b>Originator</b>	Board of Trustees
<b>References</b>			
BP 3501-D "Purchasing"; B15 Memo-2006, Broader Public Sector Procurement Directive (BPS)			

**1.0 RATIONALE**

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board's Vision, Mission and Strategic Plan priorities.
- 1.2 To provide a convenient method of procuring and paying for low value goods and services, Bluewater District School Board has determined that it is good business practice to empower employees with an alternate method to pay for these types of goods and services that are of a low value to simplify the procurement process.

**2.0 DEFINITIONS**

**2.1 Corporate Credit Card**

A corporate credit card is a credit card issued by the board, for authorized business expenses (e.g., travel, professional development, goods, services), to the director of education, a superintendent, or to the director's assistant/manager – corporate services.

**2.2 Petty Cash**

Petty cash is the small amount of cash that is kept on hand to pay for minor, inexpensive purchases during the normal course of board operations. Procurement cards (or corporate credit cards, where applicable) should be used where/when possible, however it is recognized that occasionally employees may pay for minor expenditures (less than \$100) in the course of their employment with the board, and that these expenditures will be reimbursed to the employee in a timely manner through the processes outlined in AP 4130-D "Petty Cash Funds".

**2.3 Procurement Card**

A procurement card is a credit card issued by the board, for authorized business expenses (e.g., goods and services), to principals, department supervisors, and other persons of responsibility, as authorized by the superintendent of business services or designate.

**3.0 POLICY**

- 3.1 It is the policy of Bluewater District School Board to provide corporate credit cards, procurement cards, and petty cash to designated staff, thereby simplifying the acquisition, receipt, and

payment of purchases and travel expenses incurred by employees on behalf of the board to achieve the following objectives:

- i. Reduction in the cost of processing low value purchases;
- ii. Faster receipt of goods and services;
- iii. Simplification of and expedited payment process.

**4.0 SYSTEM EXPECTATIONS**

- 4.1 The superintendent of business services, or designate, will establish limitations on the procurement cards and corporate credit cards, as communicated by AP 3504-D and/or as required by the plan administrator.
- 4.2 Immediate supervisors are responsible for identifying employees who will be authorized to make low dollar value purchases, using procurement cards, as specified in administrative procedure AP 3504-D "Purchasing – Direct Purchasing".
- 4.3 The authorized cardholder is responsible for abiding by and signing AF 3504 "Procurement Cards – Employee Acknowledgement".
- 4.4 Procurement cards or corporate credit cards will not be used for cash advances.
- 4.5 Expenses charged to procurement cards or corporate credit cards will be monitored by the immediate supervisor and the Financial Services Department.
- 4.6 Expenses paid by corporate credit card, procurement card and petty cash shall be reviewed and approved by the appropriate supervisor, with the following exceptions:
  - i. The expenses of the director of education shall be approved by the chair of the board.
  - ii. Any expenses of trustees (excluding chair) paid for using a corporate credit card held by the Corporate Services Department, shall be approved by the chair of the board and the superintendent of business services.
  - iii. Any expenses for the chair of the board, paid for using a corporate credit card held by the Corporate Services Department, shall be approved by the director of education and the superintendent of business services.
- 4.7 All cardholders are responsible for exercising due care and judgement when using a board procurement card or corporate credit card.