REPORT TO

REGULAR BOARD

CREDIT AND PURCHASE CARDS POLICY

Since you saw no form when the Lord spoke to you at Horeb out of the fire, take care and watch yourselves closely,
- Deuteronomy 4:9

Created, Draft	First Tabling	Review
September 28, 2021	October 5, 2021	Click here to enter a date.

D. Reid, Acting Senior Coordinator, Materials Management
D. Bilenduke, Senior Coordinator, Finance
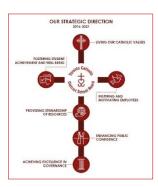
RECOMMENDATION REPORT

Vision:
At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:
The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

Brendan Browne, PhD
Director of Education

A. Della Mora
Associate Director of
Academic Affairs and
Chief Operating Officer

D. Boyce
Associate Director of
Facilities, Business and
Community Development

R. Putnam
Chief Financial Officer and
Treasurer

A. EXECUTIVE SUMMARY

The attached policy has been updated to reflect current practice.

The cumulative staff time required to prepare this report was 1 hour.

B. PURPOSE

1. The attached policy was initially adopted in 2007 and was due for review.

C. BACKGROUND

1. The attached policy governs the use of Board issued credit and purchase cards.
2. This policy appeared at the Governance and Policy Committee meeting on October 5, 2021.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy is written in accordance with current practice.

E. METRICS AND ACCOUNTABILITY

1. Staff with approval authority will monitor the use of these cards and the Finance Department will provide regular review and oversight.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Internal communication to the appropriate stakeholders as required.

G. COMMITTEE RECOMMENDATION

The Governance and Policy Committee recommends approval of the attached Credit and Purchase Card Policy A.24 as amended.