



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

CREDIT AND PURCHASE CARDS POLICY

I am going to bring it recovery and healing; I will heal them and reveal to them abundance of prosperity and security. Jeremiah 33:6

Drafted	Meeting Date
November 28, 2024	February 4, 2025
Jacqueline Charles, Head of Procurement Services & Risk Management Carmen Giambattista, Sr. Coordinator, Audit and Accounting Ryan Putnam, Chief Financial Officer and Treasurer Derek Luk, Senior Policy Advisor RECOMMENDATION REPORT	

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with a proposed updated Credit and Purchase Cards Policy, formerly A.24, (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 5 hours

B. PURPOSE

The proposed updated policy addresses GAP's direction to review Program policies.

C. BACKGROUND

1. The Credit and Purchase Cards Policy was last reviewed in October 2021.
2. On October 1, 2024, GAP approved the review of the Credit and Purchase Cards Policy in the 2024-2025 school year.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been updated to simplify language and formatted into the new policy template.
2. Regulation 2 has been updated to reflect current practices.
3. Regulation 3 was updated to add clarity to transactions prohibited on the Purchase Card.

E. METRICS AND ACCOUNTABILITY

1. Staff with approval authority will monitor the use of these cards.
2. Review of monthly statements and periodic audits by the Finance department and/or internal/external auditors.
3. The policy will be reviewed every five years.

F. STAFF RECOMMENDATION

1. Staff recommends that the proposed Credit and Purchase Cards Policy provided in Appendix A (tracked) and Appendix B (clean), be approved.