

POLICY SECTION: ~~Administration~~ **Finance**

SUB-SECTION:

POLICY NAME: **Credit and Purchase Cards**

POLICY NO: **A.24**

APPENDIX A

Date Approved: 28/03/2007	Date of Next Review: October 2026 2030	Dates of Amendments: October 19, 2021 February 2025
Cross References:		
Responsible Department: Finance		
Appendix:		

Policy:

This policy will govern the use of Board issued credit and/or ~~purchasing~~ **purchase** cards.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Purpose:

~~This policy will govern the use of Board issued credit and/or purchasing cards.~~

Scope and Responsibility:

~~The Director of Education or designate is responsible for this policy.~~

This policy applies to any employee or Trustee who uses a Board issued corporate credit and/or purchase card.

Alignment with MYSP:

~~Living Our Catholic Values Enhancing~~

~~Public Confidence~~

~~Fostering Student Achievement and Well-Being Achieving~~

~~Excellence in Governance~~

~~Providing Stewardship of Resources~~

~~Inspiring and Motivating Employees~~

Regulations:

1. Board approved budget funds may be accessed by Board authorized corporate credit or purchase cards for low value purchases and approved expenses.
2. The card holder responsible for the card must ~~sign a card holder's agreement and shall~~ comply with the Board's purchasing policies and procedures and any other related policies concerning expenditures.
3. **The use of corporate credit and/or purchase card for the following purchases are prohibited:**
 - a. ~~No eCash advances shall be allowed on any credit card (purchasing or corporate) and~~ **or withdrawal of cash, or** items purchased ~~may not be~~ **and** returned for cash;
 - b. **Private and/or personal expenses;**
 - c. **Computer hardware or software, unless prior approved by TCDSB IT Department;**
 - d. **Splitting the total cost purchases into multiple transactions to avoid the requirement of the Purchase Policy or any TCDSB policy.**
4. Corporate credit cards may be issued to members of Directors Council and to Trustees upon request with the approval of the Director of Education or designate.
5. Corporate credit card expenditures incurred shall be within the Board approved budget assigned to the cardholder.
6. Approvals of corporate credit card expenses under this policy will be as follows:

- a. in the case of a Trustee or the Chair of the Board, the Director of Education or designate;
 - b. in the case of the Director of Education, the Chair of the Board;
 - c. in the case of Director's Council, the Director of Education.
7. All expenditures must be detailed on a monthly expense report form indicating the date and purpose of the expenditure and must be supported by original itemized receipts and other appropriate documentation.
 8. Purchase cards shall be issued to schools and departments according to established procedures and expenditures shall be within the established block budget and funds reservations for the school or department.
 9. A ~~limited~~-use purchase card (P-Card) may be used for purchases of items/services normally purchased by low value purchase orders in lieu of issuing a purchase order.
 10. Use of the purchase card is limited to particular Merchant Category Codes (MCC) must comply with the Board's purchasing policy and procedures.
 11. A purchase card shall be held by the ~~Materials Management~~ **Procurement Services** Department without MCC restrictions for special circumstance purchases and shall be under the care and control of the Senior Coordinator, Finance **and/or Head of Procurement Services**.
 12. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director for staff and the Board in the case of Trustees.

Definitions:

Corporate credit card is a credit card issued to a member of Directors Council or a Trustee.

Purchase card (P-Card) is a credit card issued to a school or department.

Evaluation and Metrics:

~~The effectiveness of the policy will be determined by measuring the following:~~

1. Monitoring of transactions by the respective approval authority. ;~~and~~
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.**