

APPENDIX B



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| POLICY NAME: | CREDIT AND PURCHASE CARDS |
| POLICY SECTION: | FINANCE |
| DATE APPROVED: | March 28, 2007 |
| DATE OF NEXT REVIEW: | 2030 |
| DATES OF AMENDMENTS: | October 19, 2021, February 2025 |
| RESPONSIBLE DEPARTMENT: | Finance |

Policy:

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

Scope and Responsibility:

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

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 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. Cash advances or withdrawal of cash, or items purchased 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 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 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.

Cross References:

Legislation

- Bill S-211, Fighting Against Forced Labour and Child Labour in Supply Chains Act
- Broader Public Sector Accountability Act, 2010, S.O. 2010, c. 25 - Bill 122
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

TCDSB Policy/Procedure

- Acceptance of Hospitality or Gifts
- Conflict of Interest: Trustees
- Conflict of Interest: Employees
- Credit and Purchase Cards
- Sweatshop-Free Purchasing Policy

Other

- Broader Public Sector Procurement Directive (2024)
- Building Ontario Businesses Initiative Act (BOBiA – Schedule 2 of Bill 84)
- Canadian Free Trade Agreement (CFTA)
- Canadian-European Union Comprehensive Economic and Trade Agreement (CETA)
- International Labour Organization (ILO) – Labour Standards
- The Ontario-Quebec Trade and Cooperation Agreement (OQTCA)
- World Trade Organization Government Procurement Agreement (WTO-GPA)

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:

1. Monitoring of transactions by the respective approval authority.
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.