

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Corporate Credit Cards</h2>	
	<p><b>Department responsible:</b> Finance  <b>Effective date:</b> March 14, 2007  <b>Amended on:</b> July 1, 2013 and February 17, 2016, June 20, 2018, August 22, 2019 and February 16, 2023  <b>Approved by:</b> Resolution #EC 2016-052, EC 2018-297, EC 2019-447 and EC 2023-034</p>	
	<p><b>References:</b></p>	<ul style="list-style-type: none"> <li>▪ General By-Law #1</li> <li>▪ Functions &amp; Delegation of Powers By-Law #7</li> </ul>
	<p><u>Other policies</u></p>	<ul style="list-style-type: none"> <li>▪ Award of supply, services and construction contracts (ADM-05)</li> <li>▪ Business Travel (FIN-02)</li> </ul>

## 1) Purposes

### Application

1.1. This Policy establishes the rules pertaining to the issuance and use of corporate credit cards to be used solely in the course of and for purposes of the School Board business. This Policy specifies the responsibilities and obligations applicable to the corporate credit card users.

### Objective

1.2. The objective of issuing corporate credit cards is to facilitate the travel and public representations required by certain positions within the Board.

### Scope

1.3. The Board operates a Corporate Credit Card Account in accordance with the conditions set out in the "*Bank Corporate Credit Card Agreement*" and in accordance with the Board policies on business travel and purchasing in effect.

### Principle

1.4. All transactions done with the Corporate Credit Card have to be done in the best interest of the Board and only for business purposes.

## 2) Conditions and Requirements

### Issuance

2.1. The Chairperson, Director General, Deputy Director General (Pedagogy), Deputy Director General (Operations), Deputy Director General of Adult & Higher Learning, Secretary General and the Director of Finance, hereinafter called the "*Cardholders*", shall be provided with a corporate credit card.

2.1.1. Moreover, the Director of Finance may, after consulting the Director General, authorize the issuance of a credit card to the Directors of departments to be used in situations where it provides a discount or when travel warrants or purchase orders are not accepted. This Policy then applies by making the necessary adaptations.

### Terms and conditions

2.2. Cardholders must respect all terms and conditions, as stipulated in the Corporate Credit Card Privileges Agreement (see **Annex A**).

Limitation

**2.3.** The use of the Corporate credit cards must respect:

- a) the annual budget;
- b) all applicable by-laws, policies and rules established by the Board.

Use

**2.4.** Corporate credit cards shall only be used as an alternative means of payment when a purchase order or travel warrant are not accepted. The following expenses may then be paid with the corporate credit card, subject to the provisions set in article 2.1.1:

- a) airfare, accommodations, etc.;
- b) services such as meals, taxi, parking, photocopying, dry cleaning, mail, etc.;
- c) public relations (gifts, etc.);
- d) gasoline and other expenses related to the use of Board executive vehicles;
- e) purchasing of goods of reasonable value when it is the only means of payment accepted by a supplier (online purchases, software, etc.).

Use of a corporate credit card is limited to Board business purposes and therefore, personal expenses are strictly prohibited.

Cash advances

**2.5.** Cash advances are prohibited except for extreme emergency situations.

Meals

**2.6.** When meals are paid with a corporate credit card, the receipt must clearly identify the name of the guest(s). The individuals cannot therefore claim any related meal benefit in accordance with the Board Policy on Business Travel.

Expense claim form

**2.7.** The monthly Corporate Credit Card Statement of Account is forwarded to each Cardholder who must within 10 business days submit to Finance the following documents:

- a) the completed Corporate Credit Card Reconciliation Statement form (see **Annex B**). All expenditures shall correspond to an approved budget item and shall be charged to the appropriate account;
- b) all corporate credit card transaction receipts;
- c) all merchant receipts describing the details of the goods or services purchased and the taxes paid, if any. If a receipt is lost, the Cardholder shall fill out the Declaration Form (see **Annex C**);
- d) record of any purchase done by a staff member.

Approval

All claims must have been approved by the immediate supervisor of the Cardholder<sup>1</sup>.

Responsibility

**2.8.** The corporate credit card expenses are under the responsibility of the Cardholder until approved. The Cardholder may be requested to pay all charges which are not properly documented with required receipt.

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<sup>1</sup> Read "Director of Finance" for approval of expenses incurred by the Director General

[Report / executive committee](#)

**2.9.** A statement of account and a report on corporate credit cards use and expenses is provided quarterly by the Director of Finance to the Audit Committee at their meetings.

[Non transferable](#)

**2.10.** Corporate credit cards are only for the use of the authorized individuals to whom they have been issued and may not be transferred to, or used by, any other party. However, the Cardholder may, when necessary for the efficiency of the operations, ask a staff member to proceed to specific purchases on his behalf. In doing so, the staff member shall respect all the obligations set in this Policy and keep record of any purchase done accordingly on a form provided by Finance. This record must be attached to the Corporate Credit Card Reconciliation Statement.

[Lost or stolen](#)

**2.11.** Lost or stolen corporate credit cards shall be reported immediately to both the Bank and the Director of Finance.

[Misuse](#)

**2.12.** When the corporate credit card is misused, it may be revoked by the Council of Commissioners for the Chairperson and Director General, and by the Director General for the other cardholders. The Cardholder is subject to disciplinary measures, reimbursement of administration fees and any other appropriate actions, when applicable.

### **3) Application of this Policy**

[Previous provisions](#)

**3.1.** The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners policies where applicable.

[Official version](#)

**3.2.** The official version of this Policy is kept by the Secretary General of the Board.

[Responsibility](#)

**3.3.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible for ensuring that all its provisions are applied and respected. The Director of Finance is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

## **Annex A**

### *Corporate Credit Card Privileges Agreement*

BETWEEN: **THE CREE SCHOOL BOARD - COMMISSION SCOLAIRE CRIE - EYYOU CHISKOTAMACHOUN**, a corporate body having its head office and principal place of business at 203 Main Street, Mistissini, (Qc), G0W 1C0, and here represented by

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(hereinafter referred to as "The Board")

AND:

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*Name and title of the Cardholder*

(hereinafter referred to as "the Cardholder")

THE PARTIES HERETO AGREE TO THE CONDITIONS SET FORTH FOR THE PRIVILEGE OF USING THE CREE SCHOOL BOARD CORPORATE CREDIT CARD ISSUED BY A, FINANCIAL INSTITUTION:

#### **1) THE CREE SCHOOL BOARD:**

- a) Is liable for all charges incurred by the Cardholder under the conditions as set out in the Bank Corporate Credit Card Agreement;
- b) Remits payment to the Bank Credit Card Centre for all authorized charges incurred and supported with the submission of a completed "Credit Card Reconciliation Statement" by the Cardholder;
- c) Pays all yearly fees;
- d) Pays interest charges on accounts, except if incurred by the negligence of the Cardholder as determined by the Audit Committee;
- e) Has the right to revoke the Credit Privileges of the Cardholder at anytime in accordance with the Policy on Corporate Credit Cards;
- f) Provides a statement of account and a report on corporate credit cards use and expenses to the Audit Committee quarterly;
- g) Reports any abuse of the corporate credit card by the Cardholder to the Audit Committee and then to the Council of Commissioners<sup>2</sup> for review and action.

#### **2) THE CARDHOLDER MUST:**

- a) Respect all conditions and obligations provided in the Policy of Corporate Credit Card Policy;
- b) Use the corporate credit card only for Board business-related expenses and according to the Annual budget adopted;
- c) Use the corporate credit card only as an alternative means of payment when a purchase order or travel warrant cannot be issued or is not appropriate and according to the terms of the Policy on Corporate Credit Cards;
- d) Never use the Corporate credit card for Personal use;
- e) Submit to the Finance Department the completed monthly Credit Card Statement of Account within 10 business days of its reception.

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<sup>2</sup> Read "Director General" in the case of cardholders other than the Chairperson and Director General

At any time, the Cardholder may request, in writing to the School Board that Credit Card privileges be revoked and return the credit card to the Board.

The Cardholder declares that he has received and has read the Cree School Board Policy on Corporate Credit Cards and agrees to its requirements.

The parties hereto have signed in understanding of above conditions:

**The CREE SCHOOL BOARD**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Quebec.

\_\_\_\_\_  
Director of Finance<sup>3</sup>

**The CARDHOLDER**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Quebec.

\_\_\_\_\_

\_\_\_\_\_  
<sup>3</sup> Or the Director General

## Annex B- Corporate Credit Reconciliation Statement

	SUPPLIER NAME	RECEIPT DATE	GAS	HOTELS	RESTAURANT	AIRFARE	OTHER	GST	QST	TOTAL	EXPLANATION	Budget Code
								5%	9.50%			
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
<b>TOTAL</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>STATEMENT RECONCILIATION</b>												
Payment												
Statement amount												
			_____				_____					
			Cardholder		Date		Immediate Supervisor		Date			

**Annex C**



**LOST RECEIPT DECLARATION FORM**  
Corporate Credit Card Holders

This form must be submitted to Finance with the Corporate Credit Card Statement, if receipts have been lost.

PLEASE NOTE: one form must be filled per lost receipt. This form is not meant to replace obtaining receipts.

I, \_\_\_\_\_, hereby declare that I have lost or accidently destroyed the original receipt that was to be provided with my monthly Corporate Credit Card Statement of Account.

I further declare that I have not and will not use this receipt (if found) to claim reimbursement from any other source.

A detailed list of the goods or services purchased is as follows:

Vendor Name: \_\_\_\_\_  
(Name of store, hotel, airline, restaurant, etc.)

Date of Purchase: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Description of goods/services purchased: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed name of Card Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Director General or Director of Finance

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

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