



Divisional Credit Card Use

Park West School Division recognizes that some employees, given their position within the organization, require corporate credit cards.

The following guidelines have been created to prevent inappropriate use of corporate credit cards:

- The division will decide who is assigned a corporate card, the type of the card and the credit limit of each card. In the event that the credit card has reward points the division will accrue the reward points.
- Employees are required to provide original detailed receipt for each expense charged to a corporate card.
- Corporate credit cards are not to be used for cash advances. In rare cases where cash advances need to be made due to an emergency prior authorization from the CEO or Secretary-Treasurer must be obtained.
- Corporate credit cards are not to be used for personal purchases.
- Monthly corporate credit card statements will be verified by the immediate supervisor. In the case of the CEO, the Board Chair will verify the expenditures. In its duty to provide over-site all credit card statements will be available to the board of trustees for verification.
- Corporate credit cards may only be used for expenditures within the employee's parameters of assigned responsibilities and delegated authority and within approved budgets.

Misuse or abuse of the corporate credit card may result in the loss of the corporate credit card by the employee.