



Rationale

The Catholic Independent Schools, Diocese of Victoria provides corporate credit cards to designated staff, simplifying the acquisition, receipt and payment of purchases and travel expenses incurred on behalf of the School.

Policy

It is the policy of the Catholic Independent Schools to ensure cardholders are responsible for exercising due care and judgment when using corporate credit cards.

Regulation

1. General Information

- a. Each individual who is allocated a credit card must complete a “card issue form”. Appendix A
- b. The Superintendent and Controller will determine credit card limits.
- c. On a monthly basis, the credit card statements and supporting original documentation/receipts must be reviewed and approved by the Superintendent and Controller. Each item on the statement should be given a GL Code and the statement signed by the Principal.
- d. The purpose of the review is to ensure items charged to the credit card:
 - Meet all policies and procedures
 - Are reasonable and justifiable
 - Are adequately supported by original receipts and explanations for expenditures

2. Availability of Corporate Credit Cards: Corporate credit cards may be issued to the following employees:

- Principals

Other employees as determined from time to time by the Superintendent of Schools

3. Use of Corporate Credit Cards: Corporate credit cards may be used for the following business purposes:

- Payment for business related travel, meals, and school related expenditures, in accordance with established policies and procedures.
- Corporate credit cards remain the property of Island Catholic Schools and must be surrendered upon termination of employment or otherwise when so directed by Administration.



- Other purchases as deemed appropriate and approved by Superintendent.

4. Payment of Credit Card Billings:

- Credit card statements must be checked by the cardholder and presented for payment promptly, in order to avoid incurring interest charges.
- Original receipts and credit card charge slips must accompany the statement for payment. Unsubstantiated charges will be the responsibility of the card holder.
- The Superintendent and/or Controller will review all expenditures prior to payments being processed.

5. Restrictions on Use of Corporate Credit Cards:

- Corporate credit cards may not be used for personal expenditures of any nature whatsoever.
- Corporate credit cards are for the sole use of the holder and must not be used for expenditures on behalf of other employees, unless the Principal deems the expenditure can be more efficiently paid for a school related function or activity (for example – paying of hotel costs for staff attending a conference).
- Use of the card must be in compliance with all other policies.
- Misuse of the card may result in suspension of corporate credit.

Reference:	Approved
	Date Approved: January 22, 2008
Cross-reference:	Date(s) Revised:

BUSINESS PROCEDURES



Island Catholic Schools

CORPORATE CREDIT CARD

718

CARD ISSUE FORM

Organization Name.....

Cardholder Name

Position

I understand and agree that the Organizational Credit Card is issued to me on the express understanding that I will, at all times, comply with the following conditions.

USE

1. The Organizational Credit Card is the property of Island Catholic Schools and is in my possession and under my strict control.
2. I will not permit the Card to be used by any person other than myself, unless for extenuating circumstances.
3. I will only use the Card for official purposes.
4. I will immediately report any unauthorised use of the Card to the bank and the Superintendent/ Controller for Island Catholic Schools.
5. I will not use the Card to pay for expenses that have already been claimed (or will be claimed) by any form of allowance.

MONTHLY RECONCILIATION

6. I will be issued with a monthly statement by the bank. I will:
 - Ensure that all transactions that appear on the monthly statement are verified by me.
 - Ensure that sufficient supporting documentation is attached to the monthly statement when it is submitted for approval.
 - Certify that goods or services paid for using the Card have been actually delivered or provided.
 - Sign the monthly statement provided by the service provider to indicate that the transactions appearing on the statement have been made only for official purposes.



CHANGE IN CARDHOLDER DETAILS

- 7. I will immediately advise the Superintendent/ Controller of any change in my name or contact details.

UPON RESIGNATION OR TRANSFER

- 8. I will immediately return my Card to the Superintendent/ Controller if I resign or retire, or if my services as an employee of the organization are otherwise terminated, or if I am instructed to do so by the Superintendent/ Chair.

LOST OR STOLEN CARDS

- 9. I will immediately report the loss or theft of my Card to the bank and the Superintendent/ Controller.

DECLARATION

- 10. I confirm that I have access to only one Card.
- 11. I acknowledge that I have been briefed on all aspects of the operation and use of the Card.

Cardholder Signature

Signature of Authorised Card Issuer



Island Catholic Schools

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