



Section 6B: Operations - Workplace

Policy 6.47: Use of Board Credit Card

Supporting Policies:

[6.31 Travel Meals and Hospitality Policy](#)

Supporting Procedures:

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

Approved by Board Resolution #057-2007 04 24

Amended by Board Resolution #024-2019 02 26

Revised by Board Resolution #066-2024 04 30

POLICY STATEMENT

The Algoma District School Board recognizes the need for designated employees to have Board credit cards. The use of a Board credit card is intended to improve efficiency by simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses.

APPLICATION

All requests for corporate credit cards must be approved by the Director of Education or designate. If approved the recipient must provide written confirmation that the board credit cards shall be used Board-related expenses and related to their duties. Cardholders are responsible for their cards and meeting all terms and conditions. Expenditures of meals, travel and hospitality shall adhere to [Policy #6.31](#).

Appropriate approvals of the expenses are obtained from a Superintendent or Director of Education; In the case of trustees, the Chair of the Board or a designated senior official of the board shall approve; in the case of the Chair of the Board, a designated senior official of the board other than the Director of Education shall approve; the Chair of the Board shall review and approve the expenses of the Director of Education.

Expense claims, with attached receipts, must be submitted to the Executive Assistant to the Associate Director of Corporate Services & Operations or designate for review and approval by the Director of Education and Associate Director of Corporate Services & Operations or designates.