

Corporate Purchasing Card Distribution and Usage	
Adopted: April 2003	Last Reviewed/Revised: February 21, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: VI-86 Corporate Purchasing Card Distribution and Usage I-25 Purchasing VI-11 Purchasing I-34(a) Reimbursement of Board Business Expenses for Employees I-34(b) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees I-42 Out of Province Staff Travel VI-73 Meal Expenses for Employees at Board Sanctioned Events VI-90 Reimbursement of Board Business Expenses for Employees	

Purpose

The Halton Catholic District School Board (HCDSB) provides to designated staff and trustees the availability of a Corporate Purchasing Card to be used for approved HCDSB-related travel and business expenses.

Application and Scope

A Corporate Purchasing Card is available to the following elected Board representatives and employees:

- Elected Trustees
- Senior Staff, Managers, and other authorized personnel
- School Principals
- Curriculum and Special Education Consultants
- School staff (site cards) under the supervision of the Principal

The approval for newly issued purchasing cards may only be provided by the Superintendent of Business Services and Treasurer. The Senior Manager, Financial Services, may approve re-issued purchasing cards. A Corporate Purchasing Card Authorization Form must be submitted by any employee applying for a corporate purchasing card.



Definitions

Corporate Purchasing Card (P-Card) - a commercial card that allows organizations to procure goods and services in lieu of a traditional purchasing process.

Site Card - a nameless purchasing card designed to be used by a number of employees within a school/department where the budget holder is accountable for the use of that card.

Principles

- A Corporate Purchasing Card may be cancelled at any time by the cardholder and/or HCDSB.
- A Corporate Purchasing Card shall not be used for personal use, cash advances or for use in any cash dispensing machine.
- Accumulation of any benefits from the use of a Corporate Purchasing Card shall not accrue to the individual cardholder.
- Authorized employees who employ a Corporate Purchasing Card under HCDSB's Purchasing Policy and Administrative Procedures, should use it to pay for approved business expenses whenever possible.
- Authorized employees who employ a Corporate Purchasing Card shall state the business purpose, and if applicable, provide the names and business relationships of any individuals or groups associated with the potential usage of the card.
- As Corporate Purchasing Card expenses are subject to HCDSB and Canada Revenue Agency audits, it is required that all expenses be related to HCDSB business only.
- It is intended that the corporate cardholder (with the exception of site cards) is the only individual permitted to use the card.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board