

**SCHOOL DISTRICT No. 69 (QUALICUM)**

**ADMINISTRATIVE PROCEDURE**

**CREDIT CARDS**

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**Purpose**

Sound business practices support the use of Board issued credit cards by designated staff and School Trustees as their use contributes to the efficiency of school district operations.

1. Board Credit cards may be issued to the following staff:
  - a. Superintendent of Schools
  - b. Secretary Treasurer
  - c. Assistant Secretary Treasurer
  - d. Assistant Superintendent
  - e. Director of Instruction
  - f. General Manager of Operations
  - g. Assistant Manager of Operations
  - h. Director of Human Resources
  - i. School Trustees (five)
  - j. Principals and Vice-Principals
  - k. School secretaries - may hold site cards to facilitate school purchases.
  - l. Other employees with areas of responsibility that require either regular purchasing or situational purchasing that cannot be managed through petty cash or requests for funds. Such employees must be recommended by their supervisor (who must also be an individual designated in 'a' through 'j'), and approved by the Secretary-Treasurer.
2. The Board credit card issued to the aforementioned designated staff and School Trustees shall be utilized to cover expenses incurred on Board business or Board sponsored professional development: in accordance with the Card User Agreement.
3. The District endeavors to use credit or purchasing cards that provide savings back to the Board.
4. Card holders shall sign and adhere to the Card User Agreement.