



## Corporate Purchasing Card Distribution and Usage

Adopted:

April 2003

Last Reviewed/Revised:

February 21, 2023

~~Next Scheduled Review: 2025-2026~~

~~Associated Policies and Procedures~~

[VI-86 Corporate Purchasing Card Distribution and Usage](#)

[I-25 Purchasing](#)

[VI-11 Purchasing](#)

[I-34\(a\) Reimbursement of Board Business Expenses for Trustees](#)

[I-34\(b\) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees](#)

[I-40 Out of Province Staff Travel](#)

[VI-73 Travel Expenses for Trustees and External Members of Board Committees](#)

[VI-90 Reimbursement of Board Business Expenses for Employees](#)

### Purpose

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

### Application and Scope

~~Corporate Purchasing Cards are available to the following listed Board Committee members and employees:~~

~~Elected Trustees~~

~~Senior Staff, Managers, and other authorized personnel~~

~~School Principals~~

~~Contractors, Consultants, and other external personnel~~

~~School staff (site cards) under the supervision of the Principal~~

The approval for ~~purchase~~ purchasing cards may only be provided by the Superintendent of Business Services and Treasurer. The ~~Superintendent of Business Services and Treasurer~~ may approve re-issued

~~employee applying for a corporate purchasing card.~~

## Definitions

**Corporate Purchasing Card (P-Card)** - a charge card issued to an individual employee for use in the purchase of goods and services for the school/department.

**Site Card** - a nameless P-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

HCDSB

A Corporate Purchasing Card shall not be used at 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 Card Policy shall 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