



6.03 Credit Cards

6. Finance - Administrative Procedure Manual

The Pine Creek School Division provides divisional credit cards to employees in management and administrative positions. The purpose of these credit cards is for conducting business on behalf of the Division. No personal charges are to be incurred on the divisional cards.

Credit card limits shall be established by the Secretary-Treasurer in accordance with each supervisor's budgetary constraints.

All charges to the individual's credit card account shall be accompanied by supporting receipts and submitted to the Division office for processing in a timely manner. Online tracking of individual credit card accounts will be used for the purposes of account reconciliation.