# School Credit Cards

## BACKGROUND

The Board recognizes school credit cards as an acceptable method of payment for authorized purchases. Cards are issued to designated personnel to support day-to-day operations, budget tracking, and the procurement of goods and services.

## RESPONSIBILITY

The Superintendent and Secretary-Treasurer, or their designates approve all cardholders.

The individual whose name appears on the school credit card is responsible for all transactions made with the card. Cardholders must provide receipts or proof of purchase for all expenditures; documentation must clearly identify the item or service purchased (e.g., till slip, itemized receipt or formal invoice). Cardholders must provide an acknowledgement of this procedure to confirm they understand and accept all terms and responsibilities outlined.

The Secretary-Treasurer will maintain a current record of all signed acknowledgements.

- For school-based employees, the Principal or designate must review and approve the monthly Cardholder Statement.
- For Fusion Education Association employees, the Superintendent, Secretary-Treasurer or designate must review and approve the monthly Cardholder Statement.

## GUIDELINES

1. Each card is assigned a per-transaction limit and a monthly limit. Cardholders must be aware of and comply with these limits. Requests for limit changes must be directed to the Superintendent or Secretary-Treasurer.
2. Personal purchases are strictly prohibited. Should an accidental personal purchase be made on a school credit card, the cardholder must immediately notify the Secretary-Treasurer, build a resolution plan and reimburse the school as soon as practically possible.
3. Purchase limits for each transaction must be in accordance with Administrative Procedure #401 – Fiscal Management.
4. Credit card reconciliations must be completed monthly in accordance with the purchase/credit card procedure to avoid penalties.
    a. Cardholders must verify that all transactions on the statement are complete and accurate through the electronic banking system.
    b. Cardholder Statements and all supporting receipts/documentation/coding must be uploaded to the electronic banking system.
    c. Cardholders must make all reasonable efforts to locate missing receipts. If a receipt cannot be found, a Missing Receipt Form must be completed. Repeated missing receipts may result in suspension of card privileges.
5. Cardholders must safeguard their credit card by:
    a. never sharing their PIN;
    b. storing card information online only after careful consideration of options;

c. avoiding recurring charges (e.g., software subscriptions) unless pre-approved by the Superintendent, Secretary-Treasurer or designate;
d. immediately reporting lost cards to the Secretary-Treasurer;
e. returning the card when:
    i. taking a leave of absence;
    ii. employment with Fusion Collegiate ends; or
    iii. requested by the Superintendent, Secretary-Treasurer or designate.

## CONSEQUENCES

Failure to comply with this procedure may result in:

- repayment of any unauthorized purchase;
- temporary or permanent suspension of card privileges; and/or
- disciplinary action up to and including dismissal.

LEGAL REFERENCE: Education Act

APPROVED: July 2026