

**CREDIT CARD PROCEDURE****RATIONALE**

- The Wesley College School Board operates a Finance Policy in relation to financial matters.
- The Board has set guidelines for the implementation of the Finance Policy.
- The Board has approved the following procedure in relation to the use of the School Board credit card.
- The Board has authorised the use of a credit card by the Principal.
- With the agreement of the School Board the Wesley College Trust Board has authorised the Principal's use of this credit card for Wesley College Trust Board business under the same terms as that which apply to School Board' activities.
- The Board Property and Finance Committee will review the credit card limit prior to each annual meeting and recommend any change to the limit to the Board at the annual meeting.

**PROCEDURE**

1. The credit card is not to be used for any personal expenditure.
2. The credit card will only be used for:
  - the payment of actual and reasonable travel, accommodation and meal expenses incurred on School Board / Trust Board business
  - the purchase of goods and / or services that fall within budgeted limits and / or delegations for School Board / Trust Board business.
3. All expenditure charged to the credit card is to be supported by:
  - a credit card slip
  - a detailed GST invoice or receipt to confirm that the expenses are properly incurred for College business
4. Monthly credit card statements with supporting credit card slips / GST invoices are presented to the Property and Finance Committee of the Board, reviewed and, where appropriate, approved by resolution of the Committee.
5. The Property and Finance Committee reports that it has examined the Principal's credit card expenditure and approved usage to the Board meeting and this report is entered into the minutes of the meeting.
6. The credit card will not be used to obtain cash advances.
7. Following each School Board' meeting the Board will claim reimbursement of any expenditure incurred on Wesley College Trust Board business and provide copies of applicable credit card slips or GST invoices to justify expenditure.

This procedure was issued by the Principal December 2020.

This procedure will be reviewed on / before December 2023.

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**PRINCIPAL**

3 December 2020  
**DATE**