

Section	Administrative Procedure Number
Finance Procedures	RCJTC AP.06.03
Administrative Procedure Title	
Corporate Credit Cards/Purchasing Cards Procedure	
Date	Revised
June 2, 2014	

The purchase of goods and services utilizing corporate credit cards will be for the purposes provided in the annual budget and will be subject to all applicable policies, procedures, guidelines, and limits as established by the RCJTC.

Cardholders will be subject to, and respect all terms and conditions, as stipulated in the RCJTC's agreement with the issuing financial institution.

Corporate credit cards are only for the use of the authorized individuals to whom they have been issued and may not be transferred to, or used by, any other party.

Corporate credit cards will be subject to the following credit limits:

- a. General Manager - \$3,000
- b. Administrative Assistant - \$2,000.

Access to cash advances will not be permitted.

Corporate credit cards remain the property of the issuing financial institution and will be surrendered to the RCJTC upon request, retirement or termination of employment.

The provision of original receipts for all transactions is required and is the responsibility of the cardholder to provide.

Individuals will account for their use of RCJTC Corporate credit cards through the submission of an appropriately documented RCJTC expense claim form as may be applicable, and being subject to the requirements printed thereon.

Related RCJTC Policy

P.06 Finance Policy

Related RCJTC Procedures

Related RCJTC Forms

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