



## Credit Cards

SEC has one major credit card to assist in the procurement of travel for its students as this is one of the schools major expenses 6 times a year and must be paid by electronic means.

The board has entrusted the Finance Administrator with the administration of the Credit Card. The Finance Administrator has the authority to change the name on the card and update relevant information as it pertains to the account, however does not have purchasing rights.

The Director/Principal is the sole purchasing agent on the School Credit Card and is responsible for all purchases on the card whether it is as a result of a direct purchase or by authorization for use of the credit card in some instances such as for travel.

SEC has also three minor credit card accounts to purchase fuel for the Fleet. Cards are signed out from the Finance Administrator to the Vehicle Coordinator and the Lodge Manager (for emergencies).

A card is carried by the Maintenance Coordinator to fuel the maintenance vehicles such as snow blowers, bobcat and lawn tractors. Maintenance is responsible to turn in receipts weekly.

All purchases on these cards are tracked weekly and are turned in as part of the vehicle maintenance records keeping in conjunction with the Transport Canada Regulations.

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