



Policy Code – Version: F4 – V5	
Policy Name: Corporate Credit Cards	
Approved by motion of Board on	29/10/2012
Cross Reference	
Related Forms OSTA Travel Expense Claim	

Policy Statement

1. The General Manager, Assistant General Manager, Controller, Systems Coordinator, and the Administrative Assistant may be provided with a corporate credit card.
2. Corporate credit cards shall be used solely in the course of, and for purposes of, Ottawa Student Transportation Authority business. Inappropriate use will be considered a misappropriation of funds and the cardholder may be subject to disciplinary action, up to and including termination of employment. Liability for authorized charges on the card rests with OSTA, not the cardholder.
3. Any and all benefits of credit card member rewards programs shall be deemed to be the property of the Ottawa Student Transportation Authority and redeemed solely for the purpose of reducing expenses of the Ottawa Student Transportation Authority.

Procedure

1. 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 Ottawa Student Transportation Authority.
2. Cardholders will be subject to, and respect all terms and conditions, as stipulated in the OSTA's agreement with the issuing financial institution.

3. 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.
4. Corporate credit cards will be subject to the following credit limits:
 - a. General Manager - \$10,000
 - b. Assistant General Manager - \$6,000
 - c. Controller - \$10,000
 - d. Systems Coordinator - \$6,000.
 - e. Administrative Assistant - \$750.
5. Access to cash advances will not be permitted.
6. Corporate credit cards remain the property of the issuing financial institution and will be surrendered to the Ottawa Student Transportation Authority upon request, retirement or termination of employment.
7. The provision of receipts for all transactions is required and is the responsibility of the cardholder to provide.
8. Individuals will account for their use of OSTA Corporate credit cards through the submission of an appropriately documented "OSTA Travel Expense Claim" form as may be applicable, and being subject to the requirements printed thereon.