



**Policy: Use of Divisional Credit Cards**  
**Policy Number: DC**  
**Policy Type: Fiscal Management**

**Policy:**

At the option of the Superintendent's department, Hanover School Division may provide senior administration, various executive support personnel and school administrators with a divisional credit card.

Divisional cards will only be used for authorized purchases associated with the undertakings of Division business.

Any misuse of the Division Credit cards, such as unauthorized purchases, will subject the employee to discipline, up to and including dismissal. Any fraudulent use of the Credit Card may also result in notification to law enforcement agencies.

Notwithstanding the above, Management reserves the right to cancel the card of any personnel who misuse the card or do not comply with the requirements.

**Guidelines:**

Those employees using the credit cards will follow the guidelines of use as outlined in the HSD *Administrative Procedure FM-10 – Use of Divisional Credit Cards*.

Date Policy Created:	Nov.5, 2019
Date of last Review:	
Reference(s):	<ul style="list-style-type: none"><li>• HSD Administrative Procedure FM-10</li></ul>
Related Forms:	