



SUBJECT: Credit Card Usage	POLICY NO: ADMIN - 5	LAST REVISED: July 7, 2017
APPROVED BY: Executive Council	NO. OF PAGES: 1	DATE ORIGINATED: July 17, 2009

Policy

The Saskatchewan Polytechnic Students' Association Inc. will provide credit cards to various Executive members and employees in order to conduct SPSA business.

Procedure

Credit cards are used for SPSA business purposes. The SPSA does not endorse personal use on the SPSA credit card. Use of the SPSA credit card that is not in the best interest of the SPSA will result in the suspension of card privileges.

The following positions will be provided a credit card and credit limit in their name on the account of the SPSA:

- Executive Council Members - \$2,000.00 Limit Each
- General Manager - \$10,000.00 Limit
- Executive Assistant - \$5,000.00 Limit
- Campus Manager - \$5,000.00 Limit
- Marketing Manager - \$10,000.00 Limit
- Advocacy Manager - \$2,000 Limit
- Student Advocate - \$2,000 Limit

All receipts must be submitted to the designated SPSA employee in a timely manner with a description of the expense.

The SPSA credit cards are to be used only by the cardholder.