



<b>SUBJECT:</b> Credit Card Usage	<b>POLICY NO:</b> ADMIN – 5	<b>LAST REVISED:</b> March 26, 2023
<b>APPROVED BY:</b> Executive Council	<b>NO. OF PAGES:</b> 1	<b>DATE ORIGINATED:</b> 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 the personal use of 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 with 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 Director - \$5,000.00 Limit
- Marketing Director- \$10,000.00 Limit
- Events & Marketing Coordinator - \$2,000.00 Limit
- Administrative Coordinator - \$2,000.00 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.