



## 4.15 Corporate Credit Cards

### 1. Introduction

- 1.1 The Building Officials' Association of B.C. may issue corporate credit cards to staff to conduct business in accordance with this procedure.
- 1.2 Credit card statements and supporting documentation are reviewed and approved in accordance with this procedure on a monthly basis.

### 2. Definitions

- 2.1 "Act" means the [Building Officials' Association Act, S.B.C. 1997, c. 16](#).
- 2.2 "Association" means the Building Officials' Association of B.C.
- 2.3 "Cardholder" means the *Employee* who is issued a *Corporate Credit Card* by the *Association*.
- 2.4 "Corporate Credit Card" means a credit card that the *Association* issues to one of its *Employees*.
- 2.5 "Employee" means a person engaged by the *Association* to perform a service in accordance with an employment agreement.
- 2.6 "Executive" means the same as defined in section 1 of the *Act*.
- 2.7 "Executive Director" means the Executive Director of the *Association* as appointed by the *Executive*.
- 2.8 "Treasurer" means the person appointed to serve as Treasurer of the *Association* as set out in section 7 of the *Act*, and who need not be a Member to fill the role.

### 3. Objective

- 3.1 The purpose of this procedure is to establish *Cardholder* responsibilities for the use of *Corporate Credit Cards*, as well as individual responsibilities for reviewing and approving credit card statements.

### 4. Authority

- 4.1 This procedure is established pursuant to section 9 of the *Act*.



## 5. Scope

- 5.1 This procedure applies to *Association Employees, Cardholders*, and all individuals responsible for reviewing and approving credit card statements.

## 6. Procedure

- 6.1 *Corporate Credit Cards* are the property of the *Association* and must be returned by a *Cardholder* upon request by the *Association*.
- 6.2 *Cardholders* must return their *Corporate Credit Cards* at the conclusion of their employment with the *Association*.
- 6.3 *Cardholders* must only use *Corporate Credit Cards* to conduct approved *Association* business.
- 6.4 Unauthorized use of *Corporate Credit Cards* may result in the revocation of the *Cardholder's Corporate Credit Card* and/or disciplinary actions, up to and including termination of employment.
- 6.5 *Cardholders* are responsible for the security of their *Corporate Credit Card*.
- 6.6 If a *Corporate Credit Card* is lost, the *Cardholder* must notify the *Executive Director* and contact the issuing financial institution to report the card as lost and cancel the card.
- 6.7 The *Association* will issue *Corporate Credit Cards* with the prescribed credit limits as follows:
- 6.7.1 *Executive Director* – credit limit of \$10,000
  - 6.7.2 Controller – credit limit of \$50,000
  - 6.7.3 Director of Compliance and Operations – credit limit of \$10,000; and
  - 6.7.4 All other *Cardholders* – credit limit of \$5,000
- 6.8 The *Executive Director* may seek approval from the *Treasurer* to increase the credit limit for their *Corporate Credit Card*. All other *Cardholders* may seek approval from the *Executive Director* to increase the credit limit for their *Corporate Credit Card*.

### Expense Reporting and Approval

- 6.9 Each *Cardholder* must submit a completed credit card expense form, including receipts and other supporting documentation, on a monthly basis.
- 6.10 Approval of expense forms must be completed as follows:
- 6.10.1 the *Executive Director* must submit their completed expense form and supporting documentation to the *Treasurer* for review and approval;



6.10.2 all other *Cardholders* must submit their completed expense forms and supporting documentation to the Controller, who reviews the completed expense claim forms and supporting documentation before sending them to the *Executive Director* for approval.

6.11 If receipts or other documentation are not available to support charges on *Corporate Credit Cards*, the *Cardholder* must document the steps taken to obtain the receipt(s) or provide an explanation as to why the receipt(s) is/are unavailable.

## 7. Related Policies and Procedures

7.1 4.16 – Financial Oversight Policy

7.2 4.18 – Refunds Policy

7.3 4.19 – Expense Claims Policy

7.4 4.20 – Signing Authority Policy

## 8. Version History

| DATE OF APPROVAL | EFFECTIVE DATE | DESCRIPTION   |
|------------------|----------------|---|
| May 24, 2026     | May 24, 2026   | New procedure. Replaces policy 4.15 and updates content to reflect current <i>Association</i> organizational structure, and <i>Executive</i> and management responsibilities. |