



Administrative Procedure 516 – APPENDIX B

DISTRIBUTION OF DIVISION PURCHASE CARDS

The following positions will be eligible to be issued purchase cards, subject to the approval of their immediate supervisor:

- Senior Administration
- Executive Assistant
- Network Administrator
- Early Learning Supervisor
- Division Maintenance personnel
- Principals
- Associate Principals
- School Administrative Assistants (one per school)
- Other personnel (as deemed necessary by the Secretary Treasurer)

The maximum numbers of cards issued per school is as follows:

Our Lady of Assumption:	3
Children of St. Martha:	3
Ecole St. Mary:	3
St. Francis:	4
St. Catherine:	3
Father Leonard Van Tighem:	4
St. Patrick Fine Arts:	3
Catholic Central High School:	10
St. Mary Taber:	3
St. Patrick Taber:	3
St. Joseph:	3
St. Michael's:	3
St. Paul:	3
Trinity / CARE:	2