



PROCEDURE

F-102

Purchasing Card Program

Board Received: June 13, 2022

Review Date: September 2026

Responsibility: Superintendent of Business & Treasurer

Purpose

The purpose of a purchasing card is to build efficiency by simplifying the receipt and payment of lower dollar value purchases. The cardholders and their supervisors must be aware of their responsibility in exercising due care and judgment when using purchasing cards.

Guiding Principles:

1. Introduction

- a) The Business Services Department will be responsible for the administration of the purchasing card.
- b) The Purchasing Card User Manual will be posted on the Staff portal.

2. Purchasing Card Program Standards

- a) Each purchasing card will have a single transaction and monthly accumulated spending limit.
- b) Spending limits will be set according to level of authority and nature of cardholder responsibility. By default, the single transaction limit is \$2,500 and the monthly limit is \$5,000.
- c) Purchasing cards will be set with a standard commodity blocking that prohibits use for cash advances and the purchase of alcohol. As such, commodity blocks will not be removed for cash advances and alcohol under any circumstances.
- d) Requests for a temporary increase of spending limits for cardholders must be completed by the respective Supervisor and approved by the Superintendent of Business or designate, using the appropriate form (Purchasing Card Manual, page 10, Schedule D.)
- e) All cardholder purchase transactions must comply with Business Services Policy and Procedures Purchasing (F6), Hospitality and Food Expenses (F101), Travel and Expense Claims (F103). Cardholders may not use their purchasing card to:
 - (i) Bypass an existing tendered contract or existing purchasing procedure
 - (ii) Purchase furniture or capital equipment
 - (iii) Split purchases into two (2) or more transactions to bypass approved limits
 - (iv) Make personal purchases
 - (v) Permit another staff person to use their card
 - (vi) Purchase gift certificates (without following Purchase of Gift Certificates (AM-15))
 - (vii) Place an order for a cellular phone or other tech devices
 - (viii) Purchase software without prior clearance from ITS (Information Technology Services)
 - (ix) Purchase alcohol or Cannabis (Board policy prohibits reimbursement for alcohol and Cannabis)
 - (x) Pay recurring expenditures such as internet charges, subscriptions or other recurring charges without prior approval.

3. Responsibility of the Card Administrator

- a) The Card Administrator (as designated by the Manager of Business Services) will issue a purchasing card to those employees who have:
 - Been approved by their school administrator and/or service area manager/supervisor
 - Completed the required documentation
 - Received training and instruction on purchasing card policies and procedures.
- b) The Card Administrator will work with Business Services to monitor card usage to ensure transactions comply with approved purchasing procedures.
- c) The Card Administrator will maintain a master list of all purchasing cards noting the name of cardholder and spending limits and corresponding Employee Acknowledgement Form.

4. Responsibility of Cardholder

- a) Cardholders will be held liable for any misuse of their card, or willful disregard of purchasing card policy or procedures.
- b) Cardholders may only use their card for expenses incurred in relation to their duties and responsibilities.
- c) Cardholders are required to collect and submit detailed receipts for all transactions to their principal/supervisor by the required cut-off date as established by Business Services. Failure to comply may result in the suspension of the card by the Manager of Business Services or the Superintendent of Business.
- d) An acceptable receipt will show what was purchased, a tax breakdown, the vendor's HST number, name and address, and how it was paid for (i.e., cash, Visa, debit etc.). A receipt that only shows the amount paid by credit card is not detailed enough and will not be accepted.
- e) Hospitality expense claims must follow the practices outlined in the Hospitality and Food Expenses procedure. The expenditures must be accompanied with names of individuals entertained and their role. Purpose of the hospitality is to be clearly stated on the receipt.

5. Monitoring Card Usage

- a) Principal/supervisor will review, authorize and submit cardholder monthly activity reports and receipts to Business Services by the established timelines to ensure approved procedures and account codes are used.
- b) Business Services will review cardholder statements and conduct monthly audits of at least 10% of cardholder accounts to ensure compliance with purchasing procedures.
- c) Cardholder and principal/supervisor will be advised in writing of card misuse and required corrective action. Cardholder privileges may be suspended or cancelled at the discretion of the Superintendent of Business or designate in the event of any misuse of the purchasing card or non-compliance with this procedure.
- d) Business Services will provide up to date lists semi-annually to principals/supervisors of all current card holders.
- e) Principal/supervisor will obtain the purchasing card and inform the Card Administrator when a cardholder leaves the employment of the Board or through internal transfer no longer has spending authority, and the Card Administrator will then cancel the card or make the necessary updates.
- f) Business Services will review all cards issued annually prior to the start of each school year to determine that cards in circulation are still required.

References:

- Purchasing Card Program Manual (F102)
- Purchasing (F6)
- Hospitality and Food Expenses (F101)
- Travel and Expense Claims (F103)