



PROCEDURE

F102

Purchasing Card Program

Board Received: February 26, 2018 Review Date: March 2022

Purpose

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

Accountability:

1. Frequency of Reports – As needed
3. Criteria for Success – Communicate procedures to all cardholders
 - Timely reporting of transactions
 - Cardholder responsibility monitored

Procedures:

1. Introduction

- a) The purchasing and business departments will be responsible for the administration of the purchasing card.
- b) 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.
- c) Purchasing cards will be set with a standard commodity blocking that prohibits use for cash advances and at LCBO/Beer Stores. As such, commodity blocks will not be removed for cash advances and LCBO/Beer Stores 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 Purchasing Policy F6 and Procedure F107. 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
 - vii. Place an order for a cellular phone or PDA
 - viii. Purchase software without prior clearance from ITS (Information Technology Services)
 - ix. Purchase alcoholic beverages (Board policy prohibits reimbursement for alcoholic purchases)
 - x. Pay recurring expenditures such as internet charges, magazine subscriptions or other recurring charges.

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:
 - o Been approved by their school administrator and/or service area manager/supervisor
 - o Completed the required documentation
 - o 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) Hospitality expense claims must follow all procedures in F101. 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.

Related Resources

F6 – Purchasing

F107 - Purchasing