

Bruce-Grey Catholic District School Board

Administrative Procedure

Purchase Card

Purchase cards are available and may be used for immediate purchases, subject to the following Administrative Procedures.

Objective:

To provide a convenient method of procuring and paying for low value goods and services by simplifying the procurement process, reducing paperwork, reducing vendor payment time and empowering school/department staff.

Purpose:

Approved employees are authorized to use the Purchase Card to purchase **low dollar value goods** and services in support of sound business practices. Benefits will accrue at the Board level by:

- reducing the number of invoices, cheque requests and cheques processed by the Accounting Department
- reducing the number of purchase orders and purchase requisitions through the Purchasing Department
- reducing the use of petty cash in the schools
- providing a simplified process and an increased level of service
- reducing supplies invoicing to the Board and reducing the turnaround time for receiving good and for payment.

Employee Acknowledgment of Responsibilities and Obligations:

Employees are to sign an “**Acknowledgment Form**” before receiving a P-Card. Upon receiving the P-Card the employee will receive a “Purchasing Card Guidelines” booklet which they are to keep for reference purposes.

General Information and Operational Guidelines:

All requests for Purchase Cards must go through the Superintendent of Business.

The Board, not the individual card holder, assumes liability for all authorized charges on the Purchase Cards.

The Purchase Card program will be administered by the Superintendent of Business and a master list will be maintained of all Purchase Cards noting the name of the card holder and the monetary limit of each card. All requests for Purchase Cards and all changes and other documentation relating to the cards including the Cardholder Agreement Letters are to be

submitted to the Superintendent of Business.

All required cardholder reports, bank reports and reconciliations are forwarded to the Superintendent of Business or designate for follow-up, monitoring and filing.

To avoid the payment of interest, payments shall be made by automatic withdrawal by the Bank. The reports (detailed statements) will be sent via fax from the Catholic Education for verification by the cardholder. Cardholders are to return the verified report with attached detailed invoices, (itemized receipts **must** be attached for meals, hotels, parking, other ~credit card receipts alone are not acceptable), including the budget/account numbers to be charged, by the due date (next courier date) established by the Superintendent of Business or designate.

The cut off date for purchase to appear on the monthly statement is the 22nd of the month. After that date all new purchases will be on the next statement.

Failure to comply with the purchase card procedures shall result in cancellation of the individual purchase card.

Purchase Card Rules:

The use of the Purchase Card (P-Card) is subject to the following restrictions:

- Only the person whose name appears on the card may use it.
- The Card when not in use must be kept in a secure location
- The card can be used only to make authorized official Boards purchases within the Board limitations established.
- the emphasis when using the card is to always try to use Canadian companies.
- If a USA company is used then you are to make sure that the customs clearing has been done.
- You can use your P-Card to make purchases in person, by fax, mail or internet. When quoting the P-Card number over the phone or internet every precaution should be taken to avoid the risk of unauthorized use of the card
- You are to instruct the supplier:
 - To send invoice, credit card receipt and packing slip directly to you and NOT to the administration office
 - How the goods are to be shipped
 - That all customs clearing must be done if goods coming from the USA
 - That all applicable taxes are charged - Please note that PST exempt

items are: textbooks and audio taped books

- It is the responsibility of the person ordering with the P-Card to return any defective or wrongly shipped goods and also for obtaining a credit against their card number
- **DO NOT** accept a cash refund under any circumstances.
- It is the responsibility of the P-Card holder to have all invoices and receipts in their possession to match to the monthly statement for any items that they have purchased. These are to be attached and sent back to the administration office by the due date (next courier). If any of these receipts have been misplaced it is the responsibility of the card holder to get another copy or fill in form # **AF: 5-6** and have it approved and signed by their supervisor.
- It is the responsibility of the card holder to list the account number that is to be used for each purchase listed on the statement
- If there are any issues concerning the purchase card statement, once it has been sent back from the individual to the administration office, there will a memo sent to the cardholder stating the particular issue.
- The Purchase Card shall **NOT** be used:
 - When the total purchase price exceeds the single purchase limit on the card
 - When a competitive bid is required under the Board's Purchasing Policy and Procedure
 - For capital expenditures
 - for contract services
 - Airline, entertainment expenses
 - for cash advances
 - for temporary services
 - for any personal or private use including personal vehicle expenses

The card may be cancelled at any time at the discretion of the Superintendent of Business.