



## Procedure 522

### Divisional Purchasing Card Program

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#### Background

The Board may provide Divisional corporate credit cards to employees who are required to travel extensively, and employees required to book travel arrangements for Trustees and School Administrators.

#### Procedure

1. The Secretary-Treasurer (Plan Administrator) is responsible for the overall purchasing card administration.
2. The Superintendent and the Secretary-Treasurer are jointly responsible for the approval of applications from employees requesting a purchasing card.
3. The purchasing card should be used to pay travel and business related expenses, which would normally have required a cash or travel advance. The card may also be used to a more limited extent for the purchase of supplies and materials used in the operation of the division. The purchasing card is not intended to replace the use of purchase orders.
4. The credit card company will submit monthly statements addressed to the individual personally. The statement is payable in full monthly by the due date specified. It is the responsibility of the cardholder to submit the statement and reconciliation of the purchasing log expense form to the Accounts Payable department in sufficient time to keep the account current and prevent interest or service charges payable by the Division. The cardholder may be responsible for paying any interest or service charges due to late submission of the statement and purchasing log expense form.
5. Expenditures must be supported by original bills or vouchers as well as the customer copy of the credit card receipt, which should be attached to the purchasing log expense form.
6. No cash advance is allowed through the purchasing card.
7. The purchasing cards should be used exclusively for Divisional business and must not be used for personal expenditures. In the event that an



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emergency has required an employee to incur a personal charge which is shown on the monthly statement, it is the responsibility of the cardholder to identify that item, and to ensure that payment is attached when the statement and purchasing log expense form is submitted to the Accounts Payable department. If the purchasing card is used for an emergency, the cardholder will notify the Secretary-Treasurer as soon as possible and disclose the details.

8. The division will assume no liability for personal or non-business charges to a purchase card. It is the responsibility of the cardholder to ensure that the account is kept current and the statement submitted in a timely manner to allow each statement to be paid in full by the due date.
9. A credit card agreement will be given to cardholders who have received a purchasing card. Cardholders are expected to observe that agreement as a condition of accepting and using the corporate card. It is the responsibility of the cardholder to protect the card from loss or theft, and in the event of loss or theft, to notify the issuing company directly in order to reduce cardholder liability.
10. The Secretary-Treasurer, in consultation with the Superintendent, has the right to request the return of and cancellation of a card where the account is consistently not kept on a current basis, or where the issuing company requests the cancellation and return of the card, or for any other reason.
11. When a card is cancelled for any reason, it is the responsibility of the cardholder to submit the final statement and a purchasing log expense form to the Accounts Payable department, pay any outstanding personal expenses, interest and service charges due on the account, and provide evidence of the account status to the business office.
12. As a condition of accepting a purchasing card, a cardholder authorizes the Division to clear any outstanding account and deduct the payment from any funds which may be payable to the cardholder.
13. When an employee is on extended leave for any reason the cardholder will return the purchasing card to the business office.



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14. Upon termination of employment with the Division, the purchasing card must be returned to the business office. Any outstanding charges on the account must be resolved prior to the release of the final employee pay cheque.