



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION - APPENDIX D

### Regulation Name: Procurement

#### Purchasing Cards (P-Cards)

The Board utilizes purchasing cards to provide for a cost-effective and efficient controlling and processing a large volume of low value purchases.

A purchasing card is a corporate credit card issued to approved staff members for controlled purchase and payment of goods and services necessary in conducting business. Purchasing cards will limit purchases to approved merchant category groups. Merchant categories are not permitted to be purchased with purchasing cards and include personal items.

#### 1. Application and Approval Process

- 1.1 Supervisory officers will determine which employees are approved for purchasing cards.
- 1.2 An application for a purchasing card must be completed and approved by the applicant's supervisory officer and their superintendent and forwarded to the administrator for processing.
- 1.3 Standard purchasing cards are issued with a spending limit of \$1,500 and a monthly limit of \$1,500. Requests for higher spending limits require the approval of the Senior Manager of Finance.

#### 2. Card Limitations and Restrictions

- 2.1 Cardholders must not use a purchasing card in the following circumstances:
  - 2.1.1 To purchase items over their authorized limit.
  - 2.1.2 To split large dollar transactions into two or more purchases under \$500 each. Any large transaction split into multiple slips will be considered misuse of the purchasing card and will be handled accordingly.
  - 2.1.3 To bypass an existing tendered contract for products and services.



3.1.9 ensuring any updates/modifications to the cardholder's name, address, department or area of responsibility are reported to his or her supervisor and the Board purchasing card administrator.

3.1.10 ensuring funds are available prior to any purchase.

3.2 Cardholder's Supervisory Officer

The supervisory officer is responsible for:

3.2.1 ensuring each cardholder receives a copy of this administrative procedure, completes their Acknowledgement of Responsibilities Form, and is aware of their responsibilities regarding the use of the purchasing card, and that activities that contravene this procedure may result in revocation of the staff member's purchasing card and disciplinary action as deemed necessary.

3.2.2 reviewing and signing the purchasing card statement and supporting documentation.

3.2.3 monitoring and controlling the use of purchasing cards, to ensure that the use of purchasing cards conforms to Board administrative procedures.

3.3 Board Card Administrator (Manager of Procurement and Central Services)

The Board card administrator is responsible for:

3.3.1 processing the issuance or cancellation of purchasing cards.

3.3.2 ensuring completion of all required documentation and appropriate record retention.

3.3.3 processing changes to card limits.

3.3.4 processing changes to a cardholder's business address, department or area of responsibility.

3.3.5 assisting cardholders to resolve disputed charges and other matters.

3.3.6 maintaining a master list of all cardholders.

**4. Lost or Stolen Purchasing Cards**

In the event of a lost or stolen purchasing card, the cardholder must immediately notify the credit card company, departmental budget holder and the Board card administrator.

If the card is subsequently found, it must be cut in half and returned to the Board card administrator.

**5. Cancellation of Purchasing Cards**

Cards will be cancelled in the following circumstances:

5.1 upon termination of employment with the Board,

5.2 when specifically requested to erp d6r(t)-5.:/P 5.4 (6 (e)-6 (g C)-5.4 (y C /P BDC(p )TJv)0.Rus)

- 7.3 Cardholders receive their monthly statements for reconciliation from the Finance department. Payment is not made from the individual statements by the cardholder; the accounting office makes all payments.
- 7.4 Cardholders and the cardholder's supervisory officer must confirm that the purchase receipts match the monthly statements.
- 7.5 Cardholders submit the monthly statement along with the receipts and transaction log to the supervisory officer for review and approval.
- 7.6 Upon approval, the monthly statements, receipts and transaction log will be submitted to the Finance department for payment.
- 7.7 Reconciled statements are to be submitted to the Finance department within fifteen days of being received by the cardholder.