



## **Purchasing Card User Manual**

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## PURCHASING SERVICES PURCHASING CARD PROGRAM

### 1. Purpose

To provide a convenient and efficient method of purchasing and paying for low dollar value goods and services which results in an overall cost savings for the Board. Key benefits of this program include: a reduction in paperwork, petty cash transactions and vendor invoicing, improved financial control, and ease of use for staff and faster receipt of needed items.

### 2. Key Contacts

- Purchasing card administrator Purchasing Supervisor, purchasing@granderie.ca
- Business Services
- US Bank Hotline for Activation or Reporting Lost or Stolen Card: 1-800-588-8067

### 3. Forms

US Bank Visa Purchasing Card Application (Schedule A)  
Purchasing Card Employee Acknowledgment (Schedule B)  
Purchasing Card Log Sheet (formerly Schedule C has been replaced by downloading the activity log sheets)  
Purchasing Card Change Request (Schedule D)

Forms are available in the Staff Portal under Departments/Business Services/ Accounting/  
Purchasing Card

### 4. Controls Built into Purchasing Card Program

- a) Purchasing card authorization and controls are set by the Manager of Business Services and administrated by the Supervisor of Purchasing as approved by Purchase Card Program Procedure (F102).
- b) Decisions regarding issuance, suspension or revocation will be made by the purchasing card administrator in association with the cardholder's manager / supervisor.
- c) The following control features are in place to ensure spending and procedural compliance:
  - i) Spending dollar limit per transaction for individual cardholder.
  - ii) Monthly credit limit for individual cardholder.
  - iii) Vendor Commodity blocking for certain types of expenditures.
  - iv) Review and monitoring of purchasing card log sheets.
  - v) Regular spot audits to trigger release of infraction notice.

### 5. Purchasing Card Restrictions

- a) The use of the purchasing card is subject to the following restrictions. Neglect of these restrictions may result in a card being suspended or cancelled and/or disciplinary action.
  - i) The card is to be used only for school board business as it relates to the cardholder's duties and responsibilities. **Any use of the purchasing card for personal use is prohibited.**
  - ii) The card is not intended to circumvent other board-approved purchasing procedures contained within this document - including existing tender contract awards.
  - iii) The card is issued only to the person whose name appears on the card and bank application form and may not be shared with another person.

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- iv) When the total purchase price exceeds the single purchase limit on the card – splitting card transactions to remain below the limit is not permitted – the normal procedure of creating a purchase requisition must be followed.
- v) When a competitive bid is required as stated in the Board's purchasing procedures, the use of the card is not permitted.
- vi) To purchase of furniture and other capital equipment – the normal procedure of creating a purchase requisition must be followed.
- vii) The card is not intended to obtain a cash advance.
- viii) The card is not intended to purchase gift certificates. Prior approval must be obtained.
- ix) The card is not intended to place an order for a cellular phone or other tech devices.
- x) The card is not intended to purchase software without prior clearance from ITS (Information Technology Services).

### **6. Spending Limits and Commodity Blocking**

- a) Spending limits for Director, Trustees, Superintendents of Education and service area managers:
  - i) Single transaction, monthly limits and commodity blocks set by Superintendent of Business with input from Executive Council
- b) Spending limits for Superintendent of Business
  - i) Single transaction, monthly limits and commodity blocks set by Director with input from Executive Council
- c) Spending limits for service areas – maintenance, custodial and ITS dept.:
  - i) Single transaction and monthly limit is set by area manager/supervisor
  - ii) Standard commodity blocks
- d) Spending limits for schools, curricular coordinators in support centres & all other service areas:
  - i) \$2,500 per single transaction including all taxes
  - ii) \$5,000 monthly spending limit
  - iii) Standard commodity blocks
- e) Standard Commodity Blocks:
  - i) Cash withdrawal
  - ii) Alcohol purchases

### **7. Board and Cardholder Liability**

- a) The liability for authorized use of a purchasing card rests with the Board and not the individual cardholder.
- b) The liability to the Board for unauthorized use of a purchasing card following loss or theft of the card is limited to \$50.00. The Board is not liable for any unauthorized use of the card which occurs after a card is lost or stolen and the cardholder has reported this occurrence to the bank.

### **8. Cardholder Agreement**

- a) The cardholder, by reading and signing the Employee Acknowledgment form, agrees to use the purchasing card in accordance with these purchasing card procedures.
- b) The card administrator will include a written copy of these procedures as an information package when a new card is issued.

### **9. Responsibilities**

- a) The cardholder is responsible for:
  - i) Adhering to all responsibilities and restrictions as established by the purchasing card program.

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- ii) Staying within allotted budget.
  - iii) Assigning appropriate budget number(s), and collection of appropriate original receipts, for each purchase card transaction. (Vendor receipts are to identify list of contents purchased, applicable taxes, and amount of total purchase name and address of vendor and HST number. A receipt that only shows the amount paid will not be accepted.
  - iv) Submitting approved monthly bank statement and purchasing card log sheet with supporting receipts to Business Services within 30 calendar days of receiving monthly bank statement.
  - v) Resolving any purchase discrepancies with vendor and obtaining credit notices the vendor may issue following resolution.
  - vi) Immediately notifying the bank and card administrator of any loss, fraudulent activity, or theft of card.
  - vii) Obtaining required Material Safety Data Sheet (MSDS) for all WHMIS controlled products purchased, and immediately forwarding a copy to the appropriate health and safety staff.
- b) The cardholder's manager/supervisor is responsible for: (principal for school staff; service area manager/supervisor for staff person; superintendent for principals; director for superintendents; chair for director and trustees; superintendent of business for chair):
- i) Authorizing and submitting to Purchasing Services a staff person's Bank Application form and Purchasing Card Change Request form.
  - ii) Assessing the need for purchasing card based on operational requirements of staff person.
  - iii) Reviewing, approving, signing downloaded activity log sheet **and** submitting to Business Services.
- c) The purchasing card administrator is responsible for:
- i) The overall administration and monitoring of the purchase card program, including this procedural manual and the contract with the card holder.
  - ii) Processing requests for card issuance and changes to card limits, commodity blocking and address changes.
  - iii) Liaison between the cardholder and the accounting assistant to help resolve disputes related to payment matters, return of goods and credits.
  - iv) Ensuring the maintenance of a master list of all cardholders.
- d) The accounting assistant in Business Services is responsible for:
- i) Reviewing all cardholder monthly activity statements and supporting documentation and comparing to bank master statement.
  - ii) Performing periodic audits of cardholder statements and identifying occurrences of non-conformance of procedures to purchasing card administrator.
  - iii) Charging back cardholder budget account(s) as submitted on log statement.
  - iv) Monitoring the use of purchase cards with respect to conformance to this procedures manual and initiating notices for corrective action and/or removal of card.

## 10. Operational Procedures

- a) Requesting a new purchasing card:
- i) Employee authorized by principal or service area supervisor to acquire a purchasing card submits the US Bank Visa Application and the Employee Acknowledgment of Responsibilities forms to Purchasing Services.
  - ii) Cardholder is responsible for reading and complying with procedures for proper handling, storing and use of purchasing card.

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- b) Reconciliation, Payment & Records:
  - i) The purchasing card may be used for single line item purchases up to the maximum dollar spending limit including all taxes. Multiple budget accounts within the cardholder's authority may be used for a single line item.
  - ii) If a transaction is made during the bank's monthly billing cycle, a detailed statement will be made available to the cardholder, who would then complete the activity log sheet, supported by all original receipts, and forward to their manager/supervisor or approval, who will then submit it to the accounting assistant in Business Services.
  - iii) The bank statement is available around the 27<sup>th</sup> day of each month. The cardholder is expected to forward the activity log sheet with attached receipts to is/her principal/supervisor within five (5) working days following receipt of bank statement to permit sufficient time for reviewing and approval.  
**Note: It is very important that all cardholders ensure their paperwork is in order and submitted within the required time line to keep within the CRA reporting requirements.**
- c) Dispute Process:
  - i) If there are discrepancies and/or a need to return goods for credit the cardholder contacts the supplier directly. The cardholder will circle that line item on the bank statement and note that this entry is under investigation, but still should include the transaction on the log sheet. If a return of goods is made, the cardholder must ensure that the credit is made to the purchasing card and not provided in any other manner. (If unable to resolve the matter, the cardholder should contact the card administrator for assistance.)
- d) Telephone, Mail and/or Fax Purchases:
  - i) The cardholder selects goods and calls/mails/faxes the order to the supplier.
  - ii) The cardholder supplies the purchasing card number and expiry date and instructs the supplier to ensure that the package is clearly marked with the cardholder's name and that the detailed receipt, complete with the GST number, is included in the packaging.
  - iii) Upon receipt of good(s) the cardholder inspects all items and files the receipt with the log sheet until the bank statement arrives.
  - iv) Monthly internet or magazine/newspaper subscription charges (that have been approved by the Superintendent of Business) **must** have supporting document attached to the log sheet (ensure when you set up this charge that the company is capable of providing this documentation.)

### 11. Addressing Non-Compliant Card Usage

- a) Controls are in place to ensure purchasing card usage follows approved procedures. If, through periodic audits, a cardholder is found to have split transactions to circumvent the spending limit and/or the cardholder's log sheet/bank statement is not being submitted in the time frame prescribed, a Notice of Non-Conformance form explaining the occurrence will be sent to the cardholder and his/her supervisor.
- b) Should a similar occurrence take place within the same school year, the card will be suspended or cancelled by the card administrator.
- c) The following school year, the card holder may reapply for a purchasing card.

### 12. Transferred, Retired and/or Terminated Cardholders

- a) When a cardholder transfers to another job that does not warrant the use of a purchasing card, or upon retirement or termination, the cardholder will turn over the purchasing card to the principal/supervisor **immediately**.
- b) The card will be cut in half and returned to the Purchasing Services along with a written notice to cancel.

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### **13. Lost or Stolen Card**

- a) The cardholder must notify both the bank immediately of any lost or stolen card. The bank will cancel the card and issue a replacement to the cardholder. The bank "Hotline" is 1-800-588-8067.
- b) The cardholder will also notify the card administrator in Purchasing Services.

### **14. In Summary**

- a) The purchasing card is a privilege, not a right. All purchasing cards issued by the Board remain the property of the bank and as such may be cancelled/revoked at any time.
- b) The Purchasing Card User Manual is posted on the Staff Portal/Business Services/Accounting.



**VISA PURCHASING CARD  
EMPLOYEE CARD APPLICATION**

Complete ALL information Fields Below Unless Indicated Otherwise

EMPLOYEE INFORMATION									
								(MM-DD-YYYY)	
First Name				Last Name				Birthday	
Embossing		GRAND ERIE DSB							
Your Site Name and Address (NOT YOUR HOME ADDRESS)									
Name				# Address, City & Postal Code					
Accounting Code REQUIRED FIELD									
	X	XXXX	XX	XXX	XXX	X	XXX		
Billing Address		349 Erie Avenue, Brantford, ON N3T 4V3							
Email Address		@granderie.ca							
Business Phone:						Extension			
Password (Mother's Maiden Name)									
Monthly Credit Limit:		5,000		Single Transaction Limit			2,500		
COMPANY AUTHORIZATION									
Employee Signature:						Date			
Approving Manager									
Signature						Date			
Print Name & Title									
Plan Administrator									
Signature						Date			
Print Name & Title									

Please obtain your manager's signature before sending to Purchasing Supervisor for Plan Administrator's signature





### US BANK VISA PURCHASING CARD EMPLOYEE ACKNOWLEDGEMENT

This form outlines the responsibilities I, \_\_\_\_\_ have as a card holder of the US Bank Visa Purchasing Card for procurement. My signature indicates that I have read and understand these responsibilities, and I agree to adhere to the policies and procedures established for the program.

- ✓ The credit card is intended to facilitate the purchase and payment of materials and services required to conduct Board business. The credit card is to be used only as authorized within Board policy. I cannot use the card for personal purchases.
- ✓ Unauthorized use of the card can be considered misappropriation of Board funds. This could result in immediate and irrevocable forfeiture of the card and/or appropriate recovery and disciplinary action as permitted by law.
- ✓ I understand the card must be surrendered **immediately** upon termination of employment, whether for retirement, voluntary separation, resignation, or dismissal. I may also be requested to surrender the card for reasons not related to my own personal situation, such as reorganization.
- ✓ I will maintain the card with appropriate security whenever I use the card. If the card is lost or stolen, I agree to notify the US Bank and the Card Coordinator immediately.
- ✓ The Purchasing Card is issued in my name. I will not allow any other person to use my card.
- ✓ I understand since the board is responsible for payment, I may be periodically required to comply with internal control procedures designed to protect the organization's assets. This may include being asked to produce the credit card records for audit purposes.
- ✓ I understand I will receive a monthly statement that will report all activity during the last cycle for verification. I will resolve any discrepancies by either contacting the supplier or the Card Coordinator as appropriate. I understand I will be required to obtain a copy of the cash register receipt or packing slip and submit the receipt to the business office for reconciliation with the monthly statement.
- ✓ I understand that all charges will be billed directly and paid directly by the Board. I understand that the US Bank cannot accept payment from me directly.
- ✓ I agree to charge only those purchases consistent with the type of materials and services authorized by management.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

New Application, Employee Acknowledgment and Change Request form to be created and posted on Portal