

|                         |  |
|-------------------------|--|
| <b>NUMBER:</b>          | <i>to be determined</i>                    |
| <b>TOPIC:</b>           | <b>Purchase Cards</b>                      |
| <b>EFFECTIVE:</b>       | <b>September 2010</b>                      |
| <b>CROSS-REFERENCE:</b> |  |
| <b>REVISION DATE:</b>   | <b>September 2012</b>                      |
| <b>RESPONSIBILITY:</b>  | <b>Superintendent of Business Services</b> |

**INTENDED PURPOSE:**

The Halton District School Board is committed to providing 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.

Therefore, Purchase Cards will be made available to certain staff members of the Board.

**PROCEDURE:****1. Purchase Card Eligibility**

The following staff are eligible for Purchase Cards:

- Member of Administrative Council (Director, Associate Director, Superintendents, Executive Officer, Chief Administrative Officer, etc.)
- Administrative staff where:
  - a. There is an ongoing and/or frequent need to purchase goods and services due to job requirements (ie extensive travel, on-line ordering of goods and services, etc.); and
  - b. It is an unreasonable for the employee to be out of pocket for these purchases; and
  - c. There is no other method available to pay for these goods and services (ie billing by vendors, central ordering by the Purchasing Department, etc.), and
  - d. Use of the purchase cards brings efficiency to the purchasing process.
- School staff are ineligible for cards

Exceptions are subject to the approval of the Superintendent of Business Services.

Ghost purchase cards may be issued for corporate services (ie phone charges, larger suppliers, etc) to bring further efficiencies to purchasing processes and obtain rebates to potentially fund the Purchase Card program. A staff member in Business Services is assigned to monitor purchases charged to these accounts and record the necessary information monthly in Access Online.

**2. Purchase Card Restrictions**

Cardholders may **not** use their purchase cards to:

- i) Bypass an existing tendered contract or existing purchasing procedure
- ii) Purchase furniture, equipment or software unless prior approval by the Purchasing Department (Contact the Purchasing Department to purchase of these items as well as any other tangible capital assets.)
- iii) Split purchases into two or more transactions to bypass approved limits

- iv) Make personal purchases. **If part of a purchase is personal and part is business, only the business portion may be charged to the card even if the cardholder plans to subsequently reimburse the Board for the personal portion.**
- v) Permit another staff person to use their card.
- vi) Purchase gift certificates (except for honorarium permitted by policy, the Halton Learning Foundation's Barriers Program and student awards).
- vii) Place an order for a cellular phone or PDA (Contact the Voice/Data Analyst in the IT Department to purchase these items)
- viii) Purchase alcoholic beverages (Board policy prohibits reimbursement for alcohol purchases).
- ix) Obtain cash advances
- x) Purchase items that would violate the Travel and Expense Reimbursement, Hospitality, Purchasing or any other Board Policy/Procedure
- xi) Pay for hospitality expenses, unless prior written approval has been received from the Superintendent of Business Services (see Hospitality Policy)

Exceptions are subject to the approval of the Superintendent of Business Services.

Neglect of these restrictions may result in:

1. suspension or cancellation of a purchase card; and/or
2. personal reimbursement by the cardholder or payroll deduction from the cardholder's pay; and/or
3. disciplinary action.

### **3. Operation and Administration of Purchase Cards**

Additional details on responsibilities and operating procedures are outlined in the Purchase Card Users Manual.