The Limestone District School Board provides a purchasing card to approved staff in order to facilitate the purchase and payment of low dollar value goods and services required to conduct Board / School business.

1. Definition

1.1. A purchasing card is a corporate Visa Purchasing credit card imprinted with Limestone District School Board, the cardholder's name, a credit card number, validity period, and a general ledger account code assigned by the board's Financial Services department.

1.2. The purchasing card program will provide for an efficient method of processing a large volume of low dollar value purchases. Benefits to the board include cost savings, improved financial control, and ease of access and use for staff to purchase goods and services.

1.3. Goods and services that are eligible purchases for the purchasing card are low dollar items that would not be purchased using a more formal purchasing procedure or would otherwise require reimbursement to an employee or the procedure of "coding and approving" invoices. Examples of code and approve invoices would be Staples, Spectrum, Scholastic, Indigo and FDMT.

1.4. Low dollar value goods and services are defined as individual transactions below $500 including taxes and that have a cumulative value of less than $3,000 each month including taxes. This monthly amount may be increased to $5,000 if individual circumstances warrant subject to the approval of the Superintendent of Business Services.

2. Use and Care of the Purchasing Card

2.1. The responsibility for maintaining appropriate security of the card rests with the cardholder. Only the person to whom the card is issued may use the card. The card is not transferable to other employees.

2.2. Cardholders must not use a purchasing card in the following circumstances:

- To split large dollar transactions into two or more purchasing card slips of $500 or less each
- To bypass any existing tendered contract
- To bypass board purchasing policies and procedures
- Cash advances
- Personal purchases
- Restricted items as specified on the merchant category groups
- Furniture and audio-visual equipment
- Entertainment related expenditures

2.3. **Personal use may result in the immediate cancellation of the card and further disciplinary action as deemed necessary.** Other activities that contravene this administrative procedure may also result in the cancellation of the card and further disciplinary action as deemed necessary.

2.4. No cardholder may accept cash or a cheque from a vendor as a refund for a previous purchase. The vendor must in all cases issue a credit to the purchasing card.

3. Responsibilities

3.1. The cardholder is responsible for:

- Signing an employee agreement form (acknowledgement of responsibilities)
- Ensuring each purchase remains within the individual's transaction limit and monthly credit limit
- Ensuring all purchases are done following board policies and procedures
- Ensuring eligible meals and refreshments are within the reimbursement rates outlined in Administrative Procedure 510 – Appendix C.
- Ensuring there are no personal expenses incurred on the card
- Verifying the correctness of the monthly statements and taking appropriate action to identify and correct errors
- Keeping all supporting documentation (i.e. purchasing card receipt, credit notes, invoices, etc.) related to the purchase, for reconciliation and audit purposes
- Submitting the monthly statement and supporting documentation (i.e. purchasing card receipt, credit notes, invoices, etc.) to the individual's supervisor for authorization by the 10th day of the following month
- Immediately notifying USBank and the Board's Accounting Department in the event of a lost or stolen card
- Ensuring any updates/modifications to the cardholder's name, address, department or area of responsibility is reported to their supervisor and the board Accounting Department
- Ensuring budget funds are available prior to any purchase

3.1.1. **Failure to meet the timeline to submit the monthly statement and supporting documentation for three (3) consecutive months may result in cancelation of the cardholder's purchasing card**.

3.1.2. Overages related to meals or refreshments must be reimbursed to the board through a payroll deduction or by cheque. Cheques must be received in Accounting on or before the 18th business day of the following month. Failure to comply may result in cancelation of the cardholder's purchasing card.

3.2. The cardholder's supervisor is responsible for:

- Ensuring each cardholder under their supervision is familiar with this administrative procedure and understands the limitations of the purchasing card and their responsibilities as a cardholder

- Reviewing and signing the purchasing card statement and supporting documentation each month. At the schools, the signed package should be returned to the Budget Clerk/Office Administrator to be filed by the 18th day of the month following. At the Central Office, the Supervisor should submit the signed package to the Accounting Department by the 18th of the month following.

- Monitoring and controlling the use of purchasing cards, to ensure that the use of purchasing cards conforms to board policies and procedures.

3.3. The Financial Services department, under the authority of the Superintendent of Business Services, is responsible for the adoption and practice of this Administrative Procedure.