



SECTION:	Fiscal Management	APPROVAL DATE:
SUBSECTION:	Purchasing	October 5, 2009
POLICY NAME:	Purchasing Card	LAST REVISED:
POLICY NUMBER:	APP.FM.I.2	October 5, 2009

Employee Acknowledgement of Responsibilities and Obligations For Use Of The Purchasing Card System

I, _____ hereby acknowledge receipt of the Wellington Catholic District School Board Purchasing Card. I acknowledge that this card has been issued to me to make Board purchases in the course of my regular duties. I fully understand that purchases made using this card are to be as authorized within Board Purchasing Procedures and the appending authorization limits listed below.

I shall undertake to protect the card and the card account number and realize that it is for my personal use on behalf of the Board only, and is not to be divulged to any other person except a supplier with whom I am transacting business on behalf of the Board. I shall protect the card account number at all times to prevent its unauthorized use. Should the purchasing card be lost, stolen, suspended or compromised in any manner, I shall immediately advise the Board's Procurement Officer and/or Scotiabank Visa.

Furthermore, I understand that this card is the property of the Board, assigned to me on behalf of the Board, and that in the event of willful or negligent default of these obligations, the Board shall take recovery action as deemed appropriate, that is permitted by law. This card must be returned immediately to the Procurement Officer upon request. Upon transfer or termination of employment, I acknowledge that I must:

- cancel the purchasing card verbally with the Procurement Officer
- reconcile the outstanding balance on the account
- return card to the Procurement Officer.

I have read the Board's procedures regarding the use of the Purchasing Card and understand the purpose of use; and I agree to use the card in accordance with same:

PRINTED NAME _____

CARDHOLDER SIGNATURE _____

LOCATION: _____

CARD NUMBER: _____

DATE: _____

AUTHORIZED BY: Lynn Meihm, Procurement/Budget Officer

CARDHOLDER LIMITATIONS: Monthly Purchase dollar limit: \$ _____