



<b>SECTION:</b>	<b>Fiscal Management</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Purchasing</b>	<b>April 6, 1998</b>
<b>POLICY NAME:</b>	<b>Purchasing Card</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>P.FM.I.2</b>	<b>October 5, 2009</b>

OBJECTIVE:

To build efficiency by simplifying the acquisitions, receipt and payment of low-dollar value purchases and travel expenses.

PURPOSE:

Departmentally approved employees are authorized to use the Purchasing Card to purchase low dollar value goods and services in support of sound business practices. Benefits will accrue at the corporate finance level by:

- reducing the use of petty cash in the schools/departments.
- providing a simplified process and an increased level of service.
- reducing supplier invoicing and turnaround time for payment.

GENERAL INFORMATION:

The Wellington Catholic District School Board assumes liability for all authorized charges on Purchasing Cards.

The Procurement Officer will administer the Purchasing Card program and will maintain a master list of all Purchase Cards noting the name of the cardholder and the monetary limit of each card. All requests for Purchasing Cards and all changes and other documentation relating to the cards are to be submitted to the Procurement Officer for review and submission to the Department of Corporate Services and the Bank. All original Cardholder Agreement letters are to be maintained by the Procurement Officer.

Reconciliation of reports will be administered by the Corporate Services Department.