ADMINISTRATIVE PROCEDURE

Business Administration	Purchasing Cards	BUS #09

Revised **August 2026**

Background

The purchasing card is to establish a convenient, efficient, and cost-effective method of purchase and payment. With respect to operating the division in a sound and prudent fiscal manner, the Board's Financial Guidelines Policy delegates to the Superintendent to "not expend more funds than are received or otherwise available in a fiscal year". Further, this Administrative Procedure aligns with our Catholic faith which calls us to be good and reverent stewards, to ensure fairness and mindfulness with respect to our resources.

Procedures

1. Each cardholder is responsible for the security of their purchasing card and the transactions made against it. The purchasing card is issued to each individual's name and it will be assumed that any purchases made against the card will have been made by that individual. Each cardholder must execute an Employee Purchasing Card Agreement. Although the card is used in individual names, it is the property of the division and is only to be used for division purchases. The cardholder is required to comply with internal control procedures and must comply with all administrative procedures notably, Expense Reimbursement, designed to protect the division's assets. Cardholders who are not in compliance with these procedures may be required to reimburse the division at the discretion of the Superintendent.

2. The cardholder is responsible for all charges (but not for payment) on the purchasing card. The cardholder will resolve any discrepancies by either contacting BMO MasterCard or the supplier.

3. It is required that the cardholders retain copies of detailed receipts (electronic or hardcopy) for goods and services purchased for the purpose of the financial audit. These receipts are the only documentation specifying whether or not tax has been paid against the purchase.

4. Each cardholder will receive an electronic monthly statement via Spend Dynamics on the 4th of each month identifying each transaction made against the purchasing card during the previous month. The cardholder reconciles all purchasing card receipts in Spend Dynamics with each billing statement and will assign an authorized budget code to each expense transaction, and must attach the receipt. The reconciliation of the purchasing card must be managed by the cardholder, in preparation for approval by the supervisor, no later than the 7th of each month.

5. The cardholder must acknowledge the verification of all monthly transactions, and it is the responsibility of the department head of all cardholders to monitor the purchasing card usage to ensure all guidelines are adhered to.

6. The purchasing card administrator will control and maintain a central listing of all cardholders, limits, and other items. The department head of the cardholder will provide a written request to the purchasing card administrator if the account needs to be changed through the purchasing card change request form. The department head may request reports for their respective areas at any time.

7. Improper use of the card for purchases made with a division purchasing card is strictly prohibited. Such practices would be considered misappropriation of division funds. This may result in disciplinary action of immediate and/or irrevocable forfeiture of the purchasing card up to and including termination of employment.

8. Upon application for a divisional purchasing card, the staff member will be required to review an electronic training / orientation document, prior to receiving the purchasing card. In order to ascertain competency and compliance, the staff member will be required to take a quiz shared by the Finance department to demonstrate proficiency.