

Overview

The Purchasing Card Program provides an efficient, cost effective method of purchasing and payment for small to medium dollar transactions.

All cards are issued at the request of the School Principal/supervisor based on the purchasing activity required for the employee's position. Card usage may be audited and/or rescinded at any time. **The employee (cardholder) is responsible for purchases made with their card.**

This administrative procedure provides the guidelines under which the employee may utilize their purchasing card. The employee's signature on the Cardholder Application indicates that they understand the intent of the program and agree to adhere to the guidelines established for the program. The employee will receive their Purchasing Card upon receipt of the signed Cardholder Application.

Detailed receipts regarding purchases must be submitted to Accounts Payable by the 10th of each month. And as with any charge card, you must retain receipts for your protection.

To Obtain a Card

This administrative procedure must be read in its entirety before the employee requests a Purchasing Card. This procedure provides a variety of information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled monthly, and other information about the program.

After the affected employee has read this procedure and understands the procedures outlined, they will complete Form 3-12-B Purchasing Card Application along with a Purchasing Card Employee Card Application (available from the Division Accountant).

The employee's School Principal/supervisor must indicate approval by signing the form. All requests will be processed through the Division's Accountant.

When the employee receives their card, they must sign the back of the card and always keep it in a secure place. Although the card is issued in the name of the employee, care of the Division, it is the property of the **Division and is only to be used for Division purchases** as defined in this administrative procedure.

General Information

The Purchasing Card is not to be used for personal use.

The card may be used at any vendor or supplier who accepts the Visa card throughout Canada or any other country.

The employee is responsible for the security of their card and the transactions made with the card. The card is issued in the name of the employee, care of the Division. Purchases made with the card must be made with the employee's authorization and approved by the supervisor.

A card used out of compliance with the guidelines established for this program may result in disciplinary action, up to and including termination of employment.

Examples Where the Purchasing Card May Not Be Used

- Cash advances or other financial services
- Lottery tickets or other betting
- Capital equipment
- Any merchant, product, or service normally considered to be inappropriate use of Division funds
- Any purchase intended to bypass [Administrative Procedure 30-15 Purchasing of Goods and Services](#)
- If a purchase order has been issued
- Vendors that are members of the Alberta Association of Municipal Districts & Counties (AAMD &C). In order to take advantage of discounts and dividends, the existing purchase order system is to be used when purchasing from these companies.

Where an accommodation booking is made for the employee's supervisor using the employee's card, that supervisor's supervisor must approve the receipt.

Each card has been assigned an individual credit limit. The limit is based on purchasing activity required for the employee's position. If changes to the limit are required, the employee's Principal/Supervisor needs to complete Form 3-12-A Purchasing Card Cardholder and submit the form to the Division Accountant.

The School or Service Area must notify the Division Accountant if the employee holding the purchasing card is on leave or is no longer employed by the Division.

If an employee transfers to another school or service area and continues to require a card to perform their duties, their Principal/Supervisor needs to complete [Form 3-12-A Purchasing Card Cardholder Change Request](#) and submit the form to the Division Accountant.

Reconciliation and Payment

Detailed receipts must be obtained for all transactions using the card. All detailed receipts must be forwarded to Accounts Payable.

All purchases must include a detailed description (e.g. CASS Zone Meeting – attendees: Joe Smith, Mary Martin).

Each cardholder will receive a statement identifying each transaction made against the card during the previous billing cycle. The statement must be reconciled against the retained receipts for accuracy, complete with general ledger (gl) codes, approved by the Principal/Supervisor, and forwarded to Accounts Payable by the 10th day of the following month.

If Records Don't Agree With the Statement

If there are items on the card statement that do not correlate with the retained receipts, the cardholder must first contact the vendor involved to try to resolve the error. If the vendor agrees that an error has been made, they will credit the account. Highlight the transaction in question on the statement, and include a summary of the conversation with the vendor before submitting to Accounts Payable. The cardholder will keep a copy of the statement with the discrepancy, and ensure the amount in dispute has been credited on the following statement.

If the vendor does not agree that an error has been made, contact Customer Service (Corporate Payment Services) using the 800 number on the back of the purchasing card.

Any charge that is in dispute must be reported in writing to Customer Service (Corporate Payment Services) within 30 days of the statement date.

The cardholder is responsible for the transactions identified on the statement. If an audit is conducted on the account, the cardholder must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, the cardholder is responsible to show that the error or dispute resolution process has been invoked.

Lost or Stolen Cards; Fraudulent Purchases

The purchasing card is Division property and must be secured by the cardholder. If the card is lost, stolen, or used for fraudulent purchases the cardholder shall **immediately** contact the Customer Service (Corporate Payment Services) at **1-800-588-8065** and notify the Division Accountant.

Upon receipt of the cardholder's call to Customer Service (Corporate Payment Services), further use of the card will be blocked. Prompt action in these circumstances can reduce the Division's liability for fraudulent charges.

Reference

[AP 30-15 Purchasing of Goods and Services](#)

[Form 3-12-A Purchasing Card Cardholder Change Request](#)

[Form 3-12-B Purchasing Card Application](#)

VISA Purchasing Card – Employee Card Application (request form from Division Accountant)