
PURCHASING CARDS

Background

The purpose of the Division Visa Purchasing Card is to simplify the purchasing process and reduce overall cost by reducing the number of purchase requisitions, purchase orders and other cumbersome forms of purchasing activity.

The Division endorses the use of Purchasing Cards for the Division.

Procedures

1. The Secretary-Treasurer controls the program and a designated Program Administrator performs administration processes.
2. Authorization controls are set in accordance with Division budgeting processes.
3. Each cardholder is responsible for the security of his/her purchasing card and the transactions made against it.
 - 3.1 To obtain a purchasing card, complete the Employee Card Application form **(Form 516-1)**.
 - 3.2 Each cardholder signs an agreement to accept the Visa Purchasing Card and comply with internal control procedures designed to protect Division assets **(Form 516-2)**.
 - 3.3 Each cardholder is assigned a unique user ID and password for the Access Direct Cardholder website to review and recode individual accounting transactions. It is the responsibility of each cardholder to re-allocate transactions to the proper General Ledger Code.
 - 3.4 Online training is available to all cardholders. Please contact Financial Services for information.
4. Under no circumstances shall cards be used for personal purchases. Unintentional use must be reported immediately to the Secretary-Treasurer or designate.
5. Purchasing cards can be used for either on-site, on-line or telephone purchases.
6. The purpose of each purchase must be identified on each receipt.
7. Each receipt for goods over \$200 must have an acknowledgement by a second individual who is an employee of the division but not the purchaser. The acknowledgement must indicate "Received", delivery date, signature and printed name of the second individual.
8. It is the responsibility of the principal/supervisor of all cardholders to monitor the purchasing card usage in accordance with school or Division budgets.

9. Use of purchasing cards for vendors, in which STAR Catholic School Division has an established business account is prohibited (ie. purchases from Amazon must be made through the division's business account).
10. Supervisors will receive and authorize monthly summaries of all cards issued for their areas.

Reference: Section 33,52,53,68,85,188,196,197,204,222,225,229 Education Act
Administrative Procedure 515 - Purchasing