

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

PURCHASING CARDS

AG 27.0
NPS 245-98

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to allow the use of **purchasing cards** by employees in positions of responsibility.

Financial institution

Purchasing cards will be issued by the bank responsible for the Board's banking services and shall be issued in the name of the Board and the employee.

Employees eligible to apply

The following employees may apply for a purchasing card:

- i) coordinators
- ii) principals
- iii) service managers
- iv) where deemed necessary, any other employee, as approved by the Director of Education

Cash advances

Cash advances will not be permitted. (This feature will be eliminated in the letters of agreement with the financial institution.)

Personal expenses

No personal expenses shall be charged to the purchasing card.

Policy compliance

Failure to abide by this policy may lead to the cancellation of the purchasing card.

REGULATIONS

1. The purchasing card will be used for school board purposes only.
2. The purchasing card will have a limit of \$1500 per card with a single usage limit of \$500. Any exception to this regulation must be authorized by the Director of Education.
3. The holder of the card will submit the purchasing card statement, the supporting documents and a payment authorization form to the Superintendent concerned immediately upon receipt of the statements.
4. Unauthorized use of the card will be the responsibility of the card holder.