



PROCUREMENT CARDS

Legal References: *Broader Public Sector Accountability Act (2010) Part IV – Expense Claims: Allowable Expenses*
Education Act 286(1)(i) Duties of Supervisory Officers
Business Section 171(1)17 Powers of Boards: Membership Fees and Traveling Expenses

Related References: *Broader Public Sector (BPS) Procurement Directive – Ministry of Finance*
Broader Public Sector (BPS) Expense Directive
Board Policy 1014 - Privacy Protection and Access to Information
Board Policy - 4005 Procurement
Board Policy - 4008 Segregation of Duties and Signing Authority
Administrative Procedure 1100 – Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Administrative Procedure 1110 - Records Management
Administrative Procedure 4360 - Principles of Business Conduct For Board Employees
Administrative Procedure 4460 - Procurement Cards
Administrative Procedure 4570 - Procurement

Effective Date: *October 22, 2012*

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Reviewed: *October 19, 2020*

1. General

1.1 It is the policy of the Waterloo Region District School Board (WRDSB) that Procurement Cards (referred to as P-card(s)), be used solely for the purpose of WRDSB business. The policy that follows outlines the roles and responsibilities of staff and their supervisors for the use of Procurement Cards (P-cards).

2. Procurement Cards

2.1 The procurement of goods and services using P-cards will be subject to all applicable policies, procedures, directives, card agreements and limits as established by the WRDSB .

2.2 P-cards shall be used strictly by the individual (named) to whom the card is issued and may not be transferred or used by any other party. Control and custody of the P-card is the responsibility of the WRDSB approved cardholder.

2.3 For a P-card balance to be paid, statements must have the appropriate authorization and approval(s) as per Board Policy 4008 - Segregation of Duties and Signing Authority.

2.4 All expenditures incurred on a P-card must be reasonable, transparent, relevant to the business activity of the P-card holder, and be within approved limits .

2.5 The WRDSB assumes no obligation to pay expense(s) incurred on the P-card that do not comply with aforementioned policies, procedures, directives and agreements.