



PROCUREMENT CARDS

Legal References:	<i>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</i>
Related References:	<i>Broader Public Sector (BPS) Procurement Directive – Ministry of Finance Broader Public Sector (BPS) Expense Directive Board Policy 1014 - Freedom of Information and Records Management 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</i>
Effective Date:	<i>October 22, 2012</i>
Revisions:	<i>November 14, 2016, March 19, 2018</i>
Reviewed:	

1. General

- 1.1 It is the policy of the Waterloo Region District School Board (Board) that Procurement Cards (referred to as P-card(s)), be used solely for the purpose of Board business. The policy that follows outlines the role 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 Board.
- 2.2 P-cards are for the use of the authorized individuals (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 Board 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 - Signing Authority and Segregation of Duties and the WRDSB Procurement Card Agreement.
- 2.4 All expenditures incurred on a P-card must be reasonable, relevant to the business activity of the Board, be within approved limits and be transparent.
- 2.5 The Board assumes no obligation to pay expense(s) incurred on the P-card that do not comply with aforementioned policies, procedures, directives and agreements.