



FINANCE

Purchasing Cards F003

POLICY:

Individual and Fleet Purchase Card use for purchase of goods and services.

PURPOSE:

The Purchasing Card is intended to facilitate the purchase and payment of materials and services required to conduct SC business in the most efficient and economical manner possible.

The Purchase Card Program has been established as an alternative method of paying for goods and services that are acquired in accordance with the Purchasing Policy (F001).

- This policy is not intended to bypass any appropriate and established purchasing or payment procedures.

SCOPE:

Individual Purchase Cardholder: A full time employee who is authorized by the VP of the respective department to use a SC purchasing card for college related purchases. Employees other than full time may only be authorized as cardholders with the approval of the VP of Corporate Services.

Fleet Purchase Card: Fleet purchase card use, as issued to each College fleet vehicle.

STANDARDS:

This policy authorizes the issuance of two types of purchase cards:

- Individual cards – which are specifically assigned to a College employee.
- Fleet cards – which are specifically assigned to each College fleet vehicle.

The purchasing card is the property of SC. SC is liable for all expenditures made using the Purchasing Card; therefore, no personal purchases are allowed.

Any use of the purchasing card for personal purposes or allowing others to use the card for their own purchases or unauthorized purchases is strictly prohibited.

- If personal purchases are charged to the cards in error, the cardholder is obligated to notify their supervisor and Finance, and reimburse the College immediately.
- Cardholders do not have the option of using their personal credit cards for college related purchases.

In the event of cardholder employee termination or a leave of more than three months an employee's purchasing card will be suspended.

GUIDELINES:

Individual Purchase Cards:

Individual purchase cards are issued on an approved basis for College staff. The goods and services purchased on these cards are subject to agreements with the cardholder and are generally limited to the following business related items:

- travel & hospitality costs;
- local low dollar value purchases; and
- other purchases that require immediate payment.

Individual cards have pre-set financial limits based on individual cardholder needs.

- Spending limits for the cardholder are authorized by their immediate supervisor and outlined via the Signing Authority Matrix.
- Card limits include applicable taxes.
- The cardholder's supervisor is required to contact the VP of Corporate Services if credit limits need adjustment.

Purchases made by the cardholder are the cardholder's responsibility.

- All card expenditures should be in accordance with Southeast College's Policies and Procedures.
- All cardholders are responsible for using sound judgment when incurring expenses and conducting business on behalf of SC.

The cardholder must ensure funds are available prior to purchase.

- The cardholder is responsible for reconciling any discrepancies by either contacting the supplier, the bank or VP of Corporate Services as appropriate.

Fleet cards:

Fleet purchase cards are issued to each College fleet vehicle.

- These purchase cards are restricted to purchases of fuel and oil relating to the vehicle to which they are assigned.
- Any college employee, board member or College guest licensed and authorized to drive the fleet vehicle is permitted to use the fleet purchase card in accordance with its intended purpose and limitations.
- Fleet purchase card transactions are restricted to operational costs associated to the vehicle that they were issued for.
- Use of these cards for other travel expenses such as hotel costs, meals and incidentals is prohibited.
- Fleet purchase cards cannot be used for routine or scheduled maintenance or to obtain Capital items or cash advances.
- Fleet purchase cards must never be used for personal purchases or in a manner that violates the Purchasing Policy F001.

PROCEDURE:

- Individual Purchase **Cardholders will have read and signed** the Southeast College Purchasing Card Agreement which outlines the responsibilities inherent in using the card.
- The cardholder, having signed the cardholder agreement, is **responsible for the safekeeping** and proper use of the Purchasing Card.
- The cardholder will be required to **sign the charge slip** as a normal credit card transaction.
- All original purchase receipts and credit card **receipts must be retained** for reconciliation with the monthly purchase card statement.
- The cardholder will complete the **transaction reconciliation** and arrange for the statement to be signed off in accordance with the Signing Authority Matrix. These signed reconciliations and statements are to be forwarded to Finance for review and retention.
- In the event an individual **purchase card is lost or stolen** the user of the card must immediately contact Finance to cancel the card and coordinate the issuance of a new card, if applicable.

QUESTIONS:

Vice President Corporate Services or delegate.

RESPONSIBILITIES:

Vice President Corporate Services or delegate.

REFERENCES:

Board Charter
Purchasing F001
Fleet Vehicle Usage F011
Purchase Card Agreement
Authorities Grid G33

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