



POLICY:	A:27
EFFECTIVE:	April 24, 2007
AMENDED:	
RELATED POLICIES:	Pr A:27 A:04 Pr A:04 A:12 F:02
REPEALS:	
REVIEW DATE:	2007-2008

## 1.0 OBJECTIVE

To establish a more effective method of purchase and payment for small dollar transactions.

## 2.0 DEFINITIONS

2.1 **Purchasing Card** refers to the purchasing card for procurement, which shall be issued to approved board employees for the payment of small dollar transactions.

## 3.0 GUIDING PRINCIPLES

3.1 The Purchasing Card is to be used for the Windsor Essex Catholic District School board's purchasing requirements for small dollar transactions.

3.2 The Purchasing Card must be used only for expenses incurred in relation to a cardholder's duties.

3.3 All items purchased with the card are the property of the Windsor Essex Catholic District School Board.

3.4 Any use of the Purchasing Card for personal purposes is strictly prohibited. Such fraudulent use of the card could result in disciplinary action up to and including dismissal.

## 4.0 SPECIFIC DIRECTIVES

4.1 Administration shall set authorization controls through Board procedure.

## **5.0 REVIEW AND EVALUATION**

- 5.1 The effectiveness of this policy shall be assessed through trustee and staff satisfaction measures.
- 5.2 This policy shall be reviewed during the 2007 – 2008- policy review cycle.

## **6.0 REFERENCES**

Policy A: 04 - Travel, Meal, Professional Development Fees, and Compensation for Use of auto.

Procedure A:04 - Travel, Meal, Professional Development Fees, and Compensation for Use of Auto.

Procedure A:27 – Purchasing Cards.

Policy A:12 – Code of Ethics/Conflict of Interest.

Policy F:02 – Purchasing of Furniture, Equipment, Supplies and Service.