

505 Business Services AP – Purchasing Card

1. A purchasing card is a credit card used by Division personnel to purchase goods or services. The purchasing card works like a VISA card but provides more flexibility to set limits. Any vendor that accepts the VISA card will accept the purchasing card, unless the Division restricts the vendor.
2. For schools and other purchasing sites, purchasing cards shall be used as the preferred method of payment of goods and services that are less than \$1,500 per transaction, or the limit established by the Secretary-Treasurer. Each individual card has a monthly charge limit of \$5,000.
3. Purchasing cards will be issued to staff members who have been delegated authority to make purchases on behalf of the school or department. Issuance of purchasing cards shall be approved by the Secretary-Treasurer and the department supervisor or principal. Purchasing cardholders must sign and accept all the conditions of the agreement regarding the use of the card.
4. The Secretary-Treasurer shall prepare a handbook that establishes procedures and governs the use of the purchasing card.
5. Examples of where the purchasing card may not be used are:
 - Cash advances or other financial services
 - Lottery tickets or other betting
 - Alcoholic beverages
 - Any item exceeding \$1,500 in value (including GST, shipping)
 - Splitting purchases to avoid the \$1,500 single line item value
 - Any merchant, product or service normally considered to be inappropriate use of Division funds
 - Any commitment requiring a purchase agreement, contract or similar arrangement obligating the Division to future services
 - Personal purchases
6. The purchasing cardholder is fully responsible for the use and safe keeping of the card at all times and should therefore exercise proper control consistent with Division standards.

Reference: VISA Purchasing Card Procedures Manual June 2012

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