

PURCHASE CARD POLICY

Type	POLICY	Policy No.	POL-2304
Title	Purchase Card Policy		
Author	Joseph Chirkoff	Reviewed By:	Ross Blackwell
Date	October 20, 2023	Version	4
Issued for	October 31, 2023		

Purpose

The purpose of the General Purchasing Policy is to establish the responsibilities and accountability associated with the efficient, economical, socially and environmentally responsible acquisition of goods and services at the Municipality of the Village of Lions Bay (Village).

Objectives

The objective of the policy is to provide guidelines that will result in purchasing processes that:

- provide guidelines for the procurement of all goods and services.
- defines roles, responsibilities, and authority levels.
- obtain the best value for all funds expended.
- promote fairness, integrity, accountability and transparency throughout the procurement process.
- leverage limited public resources to achieve strategic and social outcomes for the community.

Roles and Responsibilities

1) Purchase cards are authorized for use by:

Mayor
Chief Administrative Officer
Financial Officer



Deputy Corporate Officer
Departmental Manager

The following guidelines are established for purchase card use while travelling on Village business:

- a) Staff shall keep the cost of entertaining dignitaries reasonable.
 - b) When a per diem has been paid, the Village should only pay the dignitaries' portion of the meal bill.
 - c) Purchase card receipts are to be submitted to the Finance Department signed and with the appropriate expense coding noted on the slip by the next working day after the business trip is completed.
- 2) General purchase guidelines:
- a) Purchase card single transaction limit is as established in the General Purchasing Policy, Appendix B, Signing Authority – Purchasing Limitation.
 - b) Aggregate monthly limit will be set with the purchasing card carrier at \$3,000.00 except for higher authorization limits and \$10,000.00 monthly aggregate limit for the following: Chief Administrative Officer, Departmental Manager, and Financial Officer.
 - c) Single and Aggregate monthly limits may be increased for a one-time purchase with written authorization by either the Financial Officer or the Chief Administrative Officer or designate.
- 3) All purchase cardholders must sign and adhere to the Village of Lions Bay's agreement to keep the current purchase card. This agreement is to be kept in the employee's personnel file (Appendix A).
- 4) All questions regarding the use and regulation of the current purchase card are to be directed in writing to the Finance Department's purchase card coordinator.



- 5) All disputes with regards to purchase and amounts charged must be discussed with the Finance Department's purchase card coordinator to resolve the issue.
- 6) All purchase card receipts must be coded to the appropriate expense code, signed by the cardholder and submitted to the Finance Department within one working day of purchase.



Appendix A

Agreement to Accept the Current Provider's Purchase Card

Your participation in the Village of Lions Bay Purchase Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered company property and should be used with good judgment. General Purchasing Policy is to be followed for all purchases made with a purchase card. Your signature below verifies that you understand the Purchase Card Program guidelines outlined below and agree to comply with them.

The Purchase Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.

1. The card is for business-related purchases only; personal charges are not to be made to the card.
2. You are the only person entitled to use the card and are responsible for all charges made against the card.
3. Improper use of the card can be considered misappropriation of company funds which may result in disciplinary action, up to and including termination.
4. All charges are billed directly to and paid directly by the company. Any personal charges on the card could be considered misappropriation of company funds since the Cardholder cannot pay the bank directly.
5. Cardholders are expected to comply with internal control procedures in order to protect company assets. This includes keeping receipts, reconciling the current provider's monthly memo statements and following proper card security measures.
6. Cardholders are responsible for reconciling their Purchase Card monthly memo statement and resolving any discrepancies by contacting the Village's finance department.
7. A lost or stolen card should be reported immediately by telephone to the current provider's Purchase Card Service Centre. Refer to the Finance Department for the purchase card provider's phone number. This number is given to the employee when accepting the purchase card and signing this agreement.



The Village of
**LIONS
BAY**

8. A Cardholder must surrender his or her card upon termination of employment (i.e., retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

Cardholder Signature

Purchase Card Coordinator Signature

Cardholder Printed Name

Purchase Card Coordinator Name

Date

Date