



VILLAGE OF TAHSIS			
Policy Title:	Purchasing Card Policy	Policy No.	4023
Effective Date	January 2, 2024	Supersedes	N/A
Approval	Council	Resolution Number	011/2024

1. DEFINITIONS:

Purchasing card: A purchasing card (P-Card) issued to designated employees and Council Members for the purpose of making authorized purchases on behalf of the Village of Tahsis. All procurements are the property of the Village of Tahsis.

Spending Authority: A person within an organization with delegated authority to spend money to certain limits. These limits are set in the Procure policy.

Low Value Purchase: the procurement of non-repetitive goods or services required by users within the limits of and subject to the restrictions prescribed herein and on the Cardholder Agreement.

Card Cardholder: is a Village employee or Council members who has been issued a Purchasing card

Administrator: is a Village employee who is responsible to facilitate the Purchasing cards for the Village

2. PURPOSE

The Village of Tahsis' Purchasing Card Policy serves the purpose of enhancing the efficiency and cost-effectiveness of the procurement process. This policy does not supersede Procurement Policy No. 2010; instead, it complements it to better meet the Village's operational needs while preserving sound business practices and internal controls. The primary objective of this policy is to establish a streamlined and cost-effective method for acquiring low-value items and services within predefined spending authorities. By doing so, the program aims to reduce the issuance of cheques and facilitate travel and conference bookings, ultimately contributing to increased efficiencies throughout the Village.

The Purchasing Card is NOT intended:

- to avoid or bypass the Procurement Policy
- to be used for entertainment purchases.
- for cash advances
- for personal use

3. SCOPE

The policy applies to Purchasing cards issued by the Village of Tahsis. The Procurement policy establishes Procurement of all goods and services and outlines Spending Authority. This policy applies to all employee and Council Members who possess a Purchasing Card or are responsible for reviewing and approving purchasing card Transactions.

4. POLICY

- A. A purchasing card will be provided to staff and Council members, where appropriate, for conducting Village business. Purchasing Cards are a privilege and not a right. Employees & Council members assigned a Purchasing Card assume personal responsibility for its activity and use in accordance with this policy.
- B. Card Cardholder: The P-Card cardholder is the individual who has responsibility for the P-Card and overall management of its use, including:
- authorizing disbursements
 - accounting and reconciliation of the purchases and credits
 - maintaining card security to prevent unauthorized charges against the account
 - ensuring purchases are in accordance with Village's policies, regulations and best accounting practices
 - notifying the P-Card financial institution and the P-Card program administrator of lost or stolen cards
 - notifying the P-Card program administrator of disputed charges within fifteen (15) days of the statement date
 - adhering to all conditions and restrictions on card usage
 - verifying and reconciling all account activity, prices, authorizations for payment, etc.
 - returning the P-Card to the P-card administrator upon termination or retirement

The Finance Department will print monthly statements. Please submit to the Municipal Office for approval all receipts, (include explanations as necessary), GL coding as soon as possible.

- C. P-Card program administration will be managed by the Administration and Finance department. The responsibilities include, but are not limited to:

- all administrative interaction between the Village and the P-Card financial institution
- maintaining a cardholder database
- authorizing the issue of new cards
- arranging for the cancellation of cards
- arranging replacement for lost or stolen cards
- assisting in normal card usage procedures
- assisting in problem resolution
- notification of non-compliance to cardholder, and initiating appropriate action if necessary

The purchase card is a corporate liability charge card. Cards are issued to designated individuals to make purchases on behalf of the Village. Cardholders are not personally liable for any unauthorized purchases made with the card if the card has been lost or stolen; however, they are personally responsible for unauthorized purchases resulting from inadvertence, carelessness or intentional misuse.

- D. P-Cards must be safeguarded and the number must not be given out except to authorized suppliers, i.e. a supplier with whom an order is being placed. The P-Card and the P-Card number are to be kept confidential. The only person authorized to use the P-Card is the person to whom it is issued. Lending or sharing the P-Card is not allowed.
- E. Credit Limits: The Chief Administrative Officer's P-Card comes with a maximum credit limit set at \$10,000, while the Finance and Corporate Services Manager holds a credit limit of \$6,000. Other members of the management team are assigned a maximum limit of \$2,500, and Council Members are subject to a credit limit of \$500.

Upon request, and at the discretion of the P-Card Administrator, individual P-Card credit limits may be set at higher amounts temporarily based on operational or transactional requirements.

- F. Advanced travel arrangements, hotel bookings, and conference registrations for staff and Council members will be handled by the Administration staff. This centralized approach serves to facilitate budget monitoring, ensuring a smoother reimbursement process, all while maintaining compliance with the established Travel policy.
- G. Any violations of this policy may result in disciplinary action, such as immediate cancellation of the P-Card and may also include termination.