

Purpose:

- 1 To provide a convenient, efficient, and effective method of procuring and paying for low dollar goods and services.

Policy Statement(s):

- 2 The Corporate Procurement Card is assigned to authorized City employees to facilitate the purchase of goods and services up to specified amounts for business purposes.

References/Links:

- 1 Ethical Standards
- 2 5105-CA Records Management
- 3 5303-CA Purchasing
- 4 5304-CA Travel & Business Expense Reimbursement
- 5 5304-CP Travel & Business Expense Reimbursement
- 6 5311-CP Corporate Procurement Card

Scope/Application:

- 1 This policy applies to all City staff, including administration and users of the Corporate Procurement Card system.

Authority/Responsibility to Implement:

- 1 The City Manager delegates, through the General Manager Corporate Services, to the Financial Services Manager the authority to create, implement, and update this policy and related procedure.
- 2 The Chief Financial Officer:
 - (1) ensures controls and systems are in place to review and record financial transactions;
 - (2) has the authority to cancel Corporate Procurement Cards if policy and procedure are not followed; and
 - (3) has the authority to post transactions if deadlines are not met.

- 3 The Purchasing Section of the Financial Services Department:
 - (1) is the owner/administrator of the procurement card system.

- 4 Department Managers:
 - (1) must ensure all cardholders and administrators of the Corporate Procurement Card system comply with procurement card policies and procedures;
 - (2) must determine who will hold Corporate Procurement Cards, detail cardholder spending limits, identify the Coordinator (if required), Approver, Backup Approver, and File Retention Contact within their section; and
 - (3) will delegate to staff the responsibility of clearing default account number in a timely manner.

- 5 Cardholders:
 - (1) must use the procurement card responsibly, following corporate policy and procedures.

Inquiries / Contact Person (s):

- 1 Procurement Card Administrator, Purchasing Section, Financial Services
- 2 Financial Services Accountant, Financial Services
- 3 Corporate Controller, Procurement and Risk Management

Policy Monitoring and Evaluation

- 1 This policy will be evaluated every two years with revisions made as required.

Document History:

Date	Approved/Reviewed By	Title
Approved: August 12, 2005	“Norbert Van Wyk”	City Manager
Revised: June 10, 2009	“Craig Curtis”	City Manager
Revised: July 13, 2020	“Allan Seabrooke”	City Manager