



## TOWNSHIP OF WEST LINCOLN PURCHASING CARD POLICY

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<b>TITLE:</b>	Purchasing Card Policy
<b>POLICY NO:</b>	POL-T-02-18
<b>EFFECTIVE DATE:</b>	September 1, 2018
<b>POLICY AMENDED:</b>	March 17, 2025 (Report T-06-2025)

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### **POLICY STATEMENT:**

The Township of West Lincoln issues Purchasing Cards to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, low value purchases, etc. The Township Purchasing Cards shall only be used for the purchase of goods and services for official business of West Lincoln Township

The policy aims to have benefits accrue at the corporate finance level by reducing the number of invoices and cheques processed; at the department level by providing a simplified purchasing method for low value goods and/or services; and at the supplier level by reducing the invoicing to the Township and the turn-around time for payment.

While the Township assumes liability for all authorized charges on the Purchasing Cards, the individual cardholder is responsible for signing the Township of West Lincoln Cardholder Agreement, as well as abiding by the Purchasing Card policy and any related policy and/or procedure.

The Township's Purchasing Card program will be administered by the Corporate Services Department (Finance Division).

### **GUIDELINES/PROCEDURES:**

#### **1. Approval authority**

A Purchasing Card shall only be issued to an employee on approval by the Chief Administrative Officer and in accordance with this policy.

The personnel that may receive an authorization to hold a Township Purchasing Card are listed in Schedule A.

#### **2. Authorized credit limit**

The total combined authorized credit limit of all Purchasing Cards issued by the Township shall not exceed \$75,000.

#### **3. Allowable Purchases**

The allowable purchase limits shall be within the individual's purchasing authorities as outlined in the Township's Tendering and Purchasing Policy and/or as authorized by the Chief Administrative Officer and as approved in the Township's budgets.

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### **4. Responsibility of Purchasing Cardholders**

- 4.1 An employee shall be required to enter into a Cardholder Agreement presented as Schedule B.
- 4.2 The employee shall ensure that all Purchasing Card purchases are in compliance with the Township's Tendering and Purchasing Policy and are within approved budget.
- 4.3 A Purchasing Card shall only be used by the employee to whom the card is issued.
- 4.4 The employee issued the Purchasing Card is responsible for its protection and custody.
- 4.5 The employee using the Purchasing Card is responsible for reconciling their transactions within ten (10) business days of the monthly statement. This involves uploading accurate and itemized vendor receipts to support the charge, with Harmonized Sales Tax (HST) broken out as applicable. This process includes submitting the reconciliation for approval. Failure to reconcile individual cards and submit for approval for payment by the requested date may result in the removal of the Purchasing Card privileges.
- 4.6 A Purchasing Card shall not be used for cash advances, personal use or any other type of purchase not permitted under the Township's purchasing ordinance.
- 4.7 Lost or stolen Purchasing Cards shall be immediately reported to both the Supplier of the Purchasing Card and the Corporate Services Department (Finance Division).
- 4.8 An employee must immediately surrender the card upon termination of employment. The Township reserves the right to withhold the final payroll payout until the card is surrendered.
- 4.9 In the event that an employee is not able to upload a vendor receipt to support a card purchase, with all reasonable efforts having been exhausted by the employee to obtain support, the employee will upload an employee-signed document confirming the purchase was for a legitimate Township business purpose. This will need to be approved by the employee's direct supervisor.

### **5. Non-Compliance**

- 5.1 Violation of the policy may result in revocation of Purchasing Card use privileges.
- 5.2 An employee found guilty of unauthorized use of a Township Purchasing Card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes.
- 5.3 An employee shall be required to reimburse the Township for all costs associated with improper use through direct payment and/or payroll deduction.

## **6. Roles and Responsibilities**

6.1 The Corporate Services Department (Finance Division) shall be responsible for:

- Receiving and processing fully completed and approved Purchasing Card Application Forms and overseeing compliance with this policy
- Receiving and distributing of Purchasing Cards
- Ensuring training is provided to card holders and approvers and providing assistance in the use of cards
- Processing all Purchasing Card payments

6.2 Cardholders shall be responsible for:

- All items as indicated in section 4 of this policy
- Taking the appropriate online training

6.3 Approvers (the direct supervisor of the Cardholder) shall be responsible for:

- Reviewing and approving the Cardholder transactions, ensuring that the uploaded receipts are complete, accurate and compliant with the Policy
- Taking the appropriate online training

6.4 Preparers shall be responsible for:

- Reconciling Purchasing Card transactions on behalf of the cardholder, ensuring that each transaction has the correct account coding
- Undertaking the appropriate online training

## **Schedule A**

The following positions may be authorized by the Chief Administrative Officer and Director, Corporate Services/Chief Financial Officer to hold a Township Purchasing Card:

- Chief Administrative Officer
- Mayor
- Director, Corporate Services/Chief Financial Officer
- Director, Growth & Sustainability
- Director, Infrastructure
- Director, Legal & Legislative Services
- Director, Community and Protective Services
- Fire Chief
- CEO-Library Services
- Manager of Parks, Recreation and Facilities
- Coordinator of Recreation Services
- Manager of Operations
- Public Works Supervisor
- Information Technology Manager
- Executive Assistant to the CAO
- Property and Facilities Person
- Manager of Finance/Deputy Treasurer
- Supervisor of Accounting
- Manager, Legislative Services
- Chief Building Official
- Water & Wastewater Operator
- Deputy Fire Chief
- Equipment Mechanic
- Human Resources Advisor
- Manager of Planning
- IT Helpdesk Analyst
- Property Tax and Payroll Coordinator
- Supervisor of Parks, Recreation and Facilities
- Supervisor of Administrative Services Library
- Supervisor of Library Technical Services
- Supervisor of Library Programs
- Recreation and Wellness Programmer
- Administrative Assistant –Fire Department
- Secretary

**Schedule B  
CARDHOLDER AGREEMENT**

Township of West Lincoln Employees:

The Purchasing Card represents our corporation's trust in you. You are empowered as a responsible agent to safeguard corporate assets. Your signature below is verification that you have read the Corporate Policies and Procedures related to the Purchasing Card and any additional local policies and agree to comply with them as well as the following responsibilities.

\_\_\_\_\_  
Please print name here

\_\_\_\_\_  
Print work location here

1. I understand the card is for corporate approved purchases only, and I agree not to charge any personal purchases.
2. I understand any abuses of these privileges will result in the Township's right to garnish my wages, and may result in disciplinary action, up to and including termination.
3. If the card is lost or stolen, I will immediately notify the Supplier of the Purchasing Card by telephone. I will confirm the telephone call by email or phone call to the Corporate Services Department (Finance Division).
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I will not allow any other person to use the card; I am considered responsible for any and all charges against the card.
6. I will receive a Monthly Reconciliation Statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will make the initial contact to resolve any discrepancies by contacting the supplier and/or the bank and will notify the Corporate Services Department (Finance Division). I will reconcile my statement on a monthly basis.
7. I understand the Purchasing Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the corporation. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.
8. Please fill in on-line reconciliation information below.

\_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
(Date)

**ON-LINE RECONCILIATION TO BE PERFORMED BY:**

☐ SELF

or

☐ OTHER

\_\_\_\_\_  
(Name of person completing on-line reconciliation if other than self)