



Procedure Section: **Business and Administrative Matters**

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Procedure Name: **Purchase Cardholder Agreement**

607-B

PROCEDURE

Purchase Cardholder Agreement

Adopted: March 5, 2019

Respectfully submitted by:
Richard Findlay, Superintendent of Business

Purchase Cardholder Agreement

This document outlines the responsibilities I have as a holder of USBank Canada (USB) Visa Purchasing Card. My signature indicates that I have read and understand these responsibilities and agree to adhere to the policies and procedures established for this program.

1. I understand that the Card is for Keewatin-Patricia District School Board (KPDSB) approved purchases only. I cannot use the card for personal purchases.
2. Improper use of this Card can be considered misappropriation of KPDSB funds. This may result in disciplinary action, up to and including termination of employment
3. At all times I will use reasonable precaution to minimize the risk or theft of the Card
4. If the Card is lost or stolen, I will immediately notify USB Visa on their 24-hour telephone line at 1-800-588-8065. I will also notify the KPDSB's Purchase Card Administrator at the next possible opportunity during business hours.
5. I agree to surrender the Card immediately upon termination of employment, whether for retirement, voluntary resignation, layoff, or dismissal reasons. I may also be requested to surrender the Card for reasons not related to my own personal situation, such as reorganization or work stoppage (strike).
6. The Card is issued in my name. I will not allow any other persons to use my Card. I am considered responsible for any and all charges (but not payments) against the Card.
7. All charges will be billed directly to and by the KPDSB. USB Visa cannot accept any money from me directly.
8. The Card is the property of USB, authorized for use under the administration of the KPDSB, and I understand that I may be periodically required to comply with internal control procedures designed to protect the interests of both the KPDSB and USB. This may include being requested to produce the Card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.
9. I understand that I will receive notification via my KPDSB email address when my statement is ready for reconciliation. I agree to utilize the KPDSB's email system to receive updates and notifications about the Royal Bank Visa program.
10. **I agree to complete an online reconciliation of my monthly charges. This entails logging into a web-based site and completing the reconciliation electronically, which includes inserting a detailed description of the purchase. I understand that it is MANDATORY to print the appropriate documentation, sign, and date, attach all original detailed receipts, and forward to my supervisor or next level of authority for approval. I will retain copies of all documentation for audit purposes.** I understand that if I do not complete the online reconciliation within ten (10) business days of the email notification, my card will automatically be placed on hold and no charges will be allowed. **I will resolve any discrepancies between the charges listed, and my receipts.**



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- 11. In the event of non-compliance with #10 above, the following instances will result in a three (3) month (school months) probation period (details below):
 - a) On audit there are numerous deficiencies in the record-keeping;
 - b) If advised by a supervisor that there are numerous deficiencies; or
 - c) If the online reconciliation is not completed by the given deadline three (3) times in the fiscal year (September 1 to August 31),

The three (3) month probation period will consist of the following requirements:

- a) ALL original, required detailed receipts must be attached to the signed reconciliation form;
- b) This form, in its entirety with receipts, must be sent by the cardholder to the cardholder's supervisor first for approval;
- c) The approved form and receipts will then be forwarded to Arlene Szesztopalow to ensure compliance; and
- d) The form will then be returned to you for your records.

If during this probationary period the above requirements are not met, it will result in a three (3) month suspension of your cardholder privileges.

After the suspension period expires, the card will be reinstated, and the probation period will be started for another three (3) month period. If the result is the same non-compliance, the card will be cancelled.

Compliance issues resulting in two (2) probationary periods over a three (3) year period will result in card cancellation.

Successful completion of a probationary period results in a return to the normal purchase card reporting process

- 12. I understand that the Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the KPDSB. My Card may be revoked based on a change of assignment or location. I understand that the Card is not an entitlement nor reflective of title or position.
- 13. The Cardholder may not under any circumstances use the Card to obtain cash advances
- 14. The Cardholder shall not assign or transfer the Card or this Agreement or any rights or obligations under this Agreement

Upon this Agreement being signed, the party agrees to be bound by this agreement.

Name of Cardholder:

Position/Location:

Purchase Card #:

Expiry Date:

Transaction Limit: \$

Card Limit: \$

Signature of Cardholder

Date