

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

<u>POLICY:</u>	Issuing a Corporate Purchasing Card
<u>AUTHORITY:</u>	Board Resolution No. SB32/90 dated March 1990.
<u>AMENDED:</u>	Board Resolution dated October 1, 2015.

POLICY STATEMENT

The Regional District of Okanagan-Similkameen (RDOS) provides corporate purchasing cards to the RDOS Board Chair, Chief Administrative Officer, Department Managers and designated employees to provide for the payment of approved business-related expenses.

PURPOSE

To provide direction on the terms and use of corporate purchasing cards.

DEFINITIONS (IF REQUIRED)

Cardholder means the person to whom the Regional District has issued a corporate purchasing card.

Purchasing Card means a corporate purchasing card issued by the Regional District.

RESPONSIBILITIES

The Finance Manager is responsible for the issuance of the purchasing card to designated cardholders, determining appropriate limits for individual cardholders, and to monitor expenditures for compliance with current Regional District purchasing policy.

Department Managers are responsible to identify those staff requiring a purchasing card, and ensure that purchasing card purchases are in compliance with the current adopted Regional District budget and Regional District purchasing policy.

Cardholders are responsible to ensure that all purchases are in compliance with the current adopted Regional District budget and purchasing policy. Cardholders must retain all receipts and submit a full monthly reconciliation to the Finance department.

PROCEDURES

1. The RDOS Chair, Chief Administrative Officer, and designated employees may be issued a corporate purchasing card for approved business related expenses.
2. The purchasing card is to be used solely for RDOS related expenditures.
3. In the event that the RDOS purchasing card is used for personal expenses, the cardholder will reimburse the RDOS within thirty (30) days of receipt of the invoice.

-
4. In the event the cardholder ceases to be the Chair or an employee of the RDOS, the purchasing card is to be surrendered to the RDOS Finance Manager immediately.
 5. The cardholder will treat the purchasing card with the same care and concern as if it were their own. In the event the card is stolen or lost, the cardholder will notify the RDOS Finance Manager immediately.