



PURCHASING CARD PROGRAM

1.0 Rationale

The Board wishes to establish a more efficient and cost effective alternative for departments and/or schools to make supply-type purchases.

The Board will save time and money by consolidating paperwork, suppliers will receive payment more quickly, and users and departments and/or schools will get the supplies needed without unnecessary delays.

The Board can establish sound internal control procedures as well as acceptable use and administrative procedures for the use and control of Commercial Cards.

2.0 Definitions

3.0 Policy

It is the policy of the Board to use the Purchasing Card Program as described in the Administrative Guidelines attached to this policy.