

**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.

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**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 of Growth and Finance, to the Chief Financial Officer the authority to create, implement, and update this Policy and related procedures.
- 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 procedures 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 policies 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

**Administrative Revisions:**

Date	Revisions:
December 7, 2023	Updated delegation as per the new organizational chart.