

Administrative Procedure 515

PURCHASING PROCEDURES

Background

Formal purchasing procedures contribute to the effective use of Division resources. Aspen View Public Schools seeks to achieve maximum value for every dollar expended.

Procedures

1. General Guidelines

- 1.1. The Superintendent, Deputy Superintendent, Secretary Treasurer, directors, principals, supervisors and coordinators are delegated responsibility for purchasing within the limits of budgets allocated to them. However, this procedure applies to all individuals who are involved in the procurement process.
 - 1.1.1. All purchases must be approved by an appropriate expenditure authority/budget holder.
- 1.2. The authority for the purchase of materials, equipment, supplies and services is approved by the Board through the adoption of the budget.
 - 1.2.1. All purchases are to fall within the framework of budget limitations and be consistent with the approved goals and programs of the Division.
- 1.3. These procedures apply to the procurement of all goods and services that are purchased with Division funds including, but not limited to: operating budget, capital budget, grants, and school generated funds.
- 1.4. Purchases are to be done competitively without prejudice and are to seek maximum value for every dollar expended.
- 1.5. All goods and services purchased must be obtained on account, by purchase orders or by approved credit cards, with the exception of purchases through expense claims and petty cash.
- 1.6. All purchases are the property of the Division.
- 1.7. Purchases of any goods or services from an employee or a member of an employee's immediate family will not be permitted without the prior written consent of the Superintendent.
- 1.8. Purchases are to be made locally whenever goods and services of equal quality at competitive prices are available.
- 1.9. The Secretary Treasurer shall review arrangements with current providers of services (including but not limited to banking, equipment maintenance, etc.) from time to time in order to assess changes that may be required, quality of service, and other relevant factors.

2. Purchasing Methods:

2.1. Purchasing on Account

- 2.1.1. Aspen View Public Schools has accounts at approved local vendors. Employees are encouraged to utilize the accounts when possible.

2.2. Purchase Orders (POs)

- 2.2.1. Purchase orders provide authorization for a purchase transaction and are generally used for large orders and/or orders on account. A purchase order is an agreement with a vendor for the purchase of goods and/or service at an agreed upon price, quantity, and delivery date.
- 2.2.2. Purchase order requests less than \$5,000 and within approved budget, are sent to Finance for processing once approved by the budget holder
- 2.2.3. Purchase Order requests for purchases over \$5,000 are complete, approved by the budget holder and are then sent to the Secretary Treasurer for approval.
- 2.2.4. Splitting or dividing the purchase of goods or services in order to avoid exceeding the threshold is prohibited
- 2.2.5. Finance will return the purchase order once complete and the requestor may proceed with procurement
- 2.2.6. In order to process a purchase order Finance will require:
 - 2.2.6.1. The general ledger account that will be charged; failure to provide general ledger codes will result in the PO request being returned for update
 - 2.2.6.2. All supporting backup (including but not limited to quotes) must be attached for review
 - 2.2.6.3. Approval is required from the appropriate budget holder
 - 2.2.6.4. Multiple approvals may be required on large orders if multiple budgets are being applied and must be provided as backup

2.3. Purchase Cards

- 2.3.1. Purchase cards will be made available to an employee when a card user agreement, as prepared by the Secretary Treasurer or delegate, is completed and signed by the employee.
- 2.3.2. Purchase cards are to be used for the purchase of professional development expenses, travel and subsistence, as well as supplies and materials when accounts/purchase orders are not available.
- 2.3.3. Acquisitions on purchase cards are subject to required approvals. Ensure that all approvals are obtained from the budget holder prior to purchasing.
- 2.3.4. All purchases made with purchase cards must be in accordance with the Purchasing Program Procedures Guidebook (see Appendix B).

2.4. Petty Cash

- 2.4.1. Petty cash funds may be used for small local purchases where the aggregate cost

for each item purchased is less than \$50.00. Schools and departments may, by purchase order, establish Petty Cash accounts to accommodate small incidental purchases or payment of minor expenses. Petty Cash accounts are replenished by a cheque request to the Division Office, accompanied by the receipts for disbursements and approved by the budget holder.

3. Purchasing by quotations

- 3.1. Written quotations shall be obtained from a minimum of three suppliers when the total cost of an individual item, an individual project, or a commodity purchased throughout the year is more than \$5,000. This requirement may be waived by the Secretary Treasurer when the emergent nature of a situation or the limited number of suppliers makes obtaining formal tenders or quotations impractical, or when the Secretary Treasurer or Superintendent deems it to be in the best interest of the Division.
- 3.2. Purchasers shall ensure that adequate and consistent information is provided to all of the vendors to make sure the request for quotations is made in as fair a manner as possible.
- 3.3. The Secretary Treasurer shall be responsible for reviewing quotations prior to approving purchase orders.
- 3.4. The supplier shall not be authorized to deliver under the quotations until the proposed purchase is approved by the Secretary Treasurer or delegate.

4. Competitive Bid Process

- 4.1. All purchases that exceed \$75,000 are to be posted on the Alberta Purchasing Connection
- 4.2. The Division will adhere to the principles of the current Trade, Investment and Labour Mobility Agreement (TILMA) signed by the provinces territories and the federal government, Canadian Free Trade Agreement
- 4.3. Goods and services required for the Division will be purchased through competitive buying practices required under the trade agreement.
- 4.4. Goods and services purchases over \$75,000 and construction over \$200,000 shall be posted on the Alberta Purchasing Connection (APC) in compliance with Article 14.1(c) of TILMA.
- 4.5. When utilizing the Alberta Purchasing Connection (APC), the full tender documents, prepared in accordance with appropriate protocol and careful business practice, shall be posted. This practice will avoid the needless copying and forwarding of hardcopy documents.
- 4.6. Formal tendering shall be required when the total cost of an individual item, an individual project, or a commodity purchased exceeds \$75,000, or when the Secretary Treasurer or delegate deems it to be in the best interest of the Division.
- 4.7. Formal tendering shall not be required where the Secretary Treasurer or delegate determines that the limited number of suppliers makes obtaining selected written quotations the most practical method.
- 4.8. Purchasers shall submit specifications to the Secretary Treasurer so that tendering information can be presented to the public in a fair manner.
- 4.9. Formal tenders for commodities will be advertised according to the schedule

provided by the Secretary Treasurer.

- 4.10. All tender calls, awards, and notices to unsuccessful bidders shall be the responsibility of the Secretary Treasurer or delegate.
 - 4.11. Formal tenders shall be publicly advertised as required by the Alberta Government. All tenders must be posted publically. Specialized services may be done on an invitation basis; to request bids by invitation only a written rationale must be provided to the Secretary Treasurer for review and approval.
 - 4.12. Tenders for large capital projects shall require a ten percent bid deposit. Other tenders may require a ten percent bid deposit where the Secretary Treasurer deems necessary.
 - 4.13. Bidders who are using subcontractors must indicate the names of the subcontracting bids.
 - 4.14. Tender opening shall be under the direct supervision of the Superintendent and Secretary Treasurer, and at a specified time when the public may attend.
 - 4.15. The Division shall award all tenders, reserves the right to accept or reject any or all tenders, and is not obligated to accept the lowest or any tender.
 - 4.16. The supplier shall not be authorized to deliver under the tender until the purchase order or contract is approved by the Secretary Treasurer.
 - 4.17. Any tendering done by a Division-employed architect or engineer shall be in accordance with the rules and regulations of the Bid Depository.
5. **Sole or Single Sourcing** may be approved by the Secretary Treasurer or Superintendent. If the requestor believes that a sole source is justified a rationale needs to be submitted under the following conditions:
- 5.1. An emergency condition exists
 - 5.2. A confidential situation exists
 - 5.3. Good and/or services are supplied by a sole source
 - 5.4. Urgent purchases which prevent or impede the use of regular processes
 - 5.5. Purchases when the sole or single source would be in the best interest of Aspen View Public Schools

6. Capital Projects including Renovations

- 6.1. Capital Projects: Capital projects are all projects that have a useful life of greater than one year and a cost that exceeds \$5,000. Capital projects may include renovations and the installation of new equipment.
 - 6.1.1. All capital projects require written quotations to point of completion of project in order to proceed (6.1.2)
 - 6.1.2. Detailed project plans shall be submitted to the Secretary Treasurer.
 - 6.1.2.1. Detailed project plans include:
 - 6.1.2.1.1. Description of the work to be complete. The request must support the urgency of the project.
 - 6.1.2.1.2. A compelling rationale for the proposal that may include past enrolment, enrolment trends, capacity requirements, program needs and facility conditions.

- 6.1.2.1.3. Full estimated project costs, and budget implications. Including internal staff time required.
 - 6.1.2.1.4. If there is the option to complete internally, or hire external contractors, a cost comparison of the two alternatives
 - 6.1.2.1.5. Written approval by the site administrator/principal
 - 6.1.2.1.6. Required quotations
- 6.1.3. Site Administrators may initiate the process with the Facilities Supervisor
- 6.1.4. All unbudgeted capital projects must get final approval by the Board of Trustees.

7.0 Application of funds

Any money that is accumulated by way of a reserve fund for capital expenditures may only be used for capital expenditures. When funding is required from the Division Capital Reserves, the Board must obtain any required Ministerial Approval prior to commencement of project.

Reference: Section 27, 60, 61, 80, 113, 116, 121, 195 School Act
Freedom of Information and Protection of Privacy Act
Trade, Investment and Labour Mobility Agreement
School Buildings and Tendering Regulation 383/88

CARDHOLDER AGREEMENT

Between:

Aspen View Public School Div. No. 78

hereinafter called "The Owner"

and

hereinafter called "The User"

Whereas the Purchasing Card represents the Aspen View School Division's trust in you, you (the user) are empowered as a responsible agent to safeguard Aspen View School Division assets. Your signature on this agreement is verification that you have read the Purchasing Card booklet and agree to comply with the Purchasing Card guidelines as set out therein, as well as the following responsibilities.

I (the user) understand the card is for Aspen View School Division approved purchases only, and I agree not to charge purchases outside the parameters described in the Purchasing Card booklet.

Improper use of this card can be considered misappropriation of Aspen View School Division funds. This may result in disciplinary action up to and including termination of employment.

If the card is lost or stolen, I will immediately notify the US Bank Canada (1-800-588-8067) and the Secretary Treasurer or designate by telephone. I will confirm the telephone call with a written notice sent by mail or facsimile with a copy of the notification to the Secretary Treasurer.

I (the user) agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.

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.

All charges will be billed directly to and paid directly by Aspen View School Division. The US Bank Canada cannot accept any monies from me directly; therefore any personal charges billed to Aspen View School Division would be considered misappropriation of company funds.

I (the user) agree that all charges will have the proper approval prior to purchase from the appropriate budget officer. Failure to comply will result in the immediate cancellation of this card and may also result in further disciplinary action that may result in termination.

As the card is Aspen View School Division property, I understand that I may be periodically required to comply with internal control procedures designed to safeguard Aspen View School Division assets. This may include being asked 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.

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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 resolve any discrepancies by either contacting the supplier or the US Bank Canada.

The charges made against my card are automatically paid against the account assigned to the card as specified in the Employee Card Application. To modify the default on an account please provide a written request to the Secretary Treasurer or Delegate.

I understand the Purchasing Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for Aspen View School Division. 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.

The user herein specifically stated that all terms and conditions as set out above are understood and agreed to and that he/she will strictly adhere to the same.

Dated at _____ in the Province Of Alberta,

this _____ day of _____ 20__.

User Signature

Witness as to the signature of User

School/Location

ASPEN VIEW SCHOOLS
PURCHASING CARD BOOKLET

Overview

- The purpose of the Purchasing Card Program which is being implemented by Aspen View School Division is to establish a more efficient, cost-effective method of purchasing and making payments. The program is designed to offer an efficient means to procure online, and/or instore when accounts are not available.
- All cards are issued at the request of the School Principal or Supervisor. Card usage may be audited and/or rescinded at any time. **You are the only** person entitled to use your card!
- This booklet provides the guidelines under which you may utilize your VISA Purchasing Card. Please read it carefully. Your signature on the “Cardholder Agreement” indicates that you understand the intent of the program and agree to adhere to the guidelines established for the program. You will receive your VISA Purchasing Card upon receipt of the signed “Cardholder Agreement”. You may begin using your card immediately upon receipt. Please contact your School Principal or Supervisor if you have any questions.
- Record keeping will be essential to ensure the success of this program. As with any charge card, you must retain all **original** receipts for your protection.
- Finally, remember you are committing Aspen View School funds each time you use the VISA Purchasing Card. This is a responsibility that cannot be taken lightly! Ensure that you have the appropriate approvals (documented) prior to purchasing.

Purchasing Card Key Personnel

SECRETARY TREASURER

Overall card administration

SCHOOL PRINCIPAL OR SUPERVISOR

Initiates and approves transactions and on-site support

VISA CARDHOLDERS

Various employees as determined by School Principal or Supervisor

SECRETARY TREASURER

Role & Responsibilities

The Secretary Treasurer is responsible for the overall administration of the VISA Purchasing Card program.

The responsibilities of the Secretary Treasurer are:

- to establish and maintain Aspen View School Division-wide communication
- to develop and distribute program literature and materials
- to review/verify all relevant data and approve new account information to be forwarded to VISA for processing
- to maintain files and assist with problem resolution
- to ensure Cardholder confidentiality
- to audit sites for program compliance and receipt retention

The Secretary Treasurer will be:

- the contact for School Principal or Supervisor
- the liaison between sites and US Bank and is the primary contact person for US Bank and Aspen View Schools

The Secretary Treasurer will:

- ensure Finance provides a Cardholder Application forms and Cardholder Agreements are completed correctly and approved appropriately
- Finance will maintain Cardholder Application Forms, Cardholder Agreements, Cardholder Limits, and Change Requests
- Finance will cancel cards immediately upon employee termination or relocation. The School Principal or Supervisor must immediately notify the Finance Department of the termination of employment of any employee who holds an Aspen View School Division issued Purchasing Card.
- process the monthly purchasing card payments to bank

SCHOOL PRINCIPAL OR SUPERVISOR Role & Responsibilities

The School Principal or Supervisor is responsible for requesting new cards.

They will:

- determine the necessity and purpose of each card
- maintain a site log of all site card numbers and applications
- review/verify all relevant data
- review the reconciled cardholder “Monthly Statements” (audit appropriateness of General Ledger account codes) within (4) days of *the* “cut-off” date.
- *The audit will review to ensure that all purchases are were complete within purchasing procedures*
- forward all cardholder statements **with appropriate receipts** and back-up invoices to Accounts Payable office within four (4) days “cut-off” date. **All statements must be signed by the cardholder and principal or supervisor.**
- maintain files and assist with problem resolution at site
- ensure Cardholder confidentiality
- notify the Finance Department of any card cancellations due to employee reassignment or termination

They are:

- contact for site Cardholders

CARDHOLDER Role & Responsibilities

The Individual Cardholder is responsible for all purchases made with the Aspen View School Division purchasing card (in accordance with AVRDC purchasing policies). The Cardholders shall review their “Monthly Statements” for accuracy and completeness. They shall maintain card security to prevent unauthorized charges against the account.

The Cardholder must:

- obtain a receipt at the point of purchase and verify it for accuracy
- retain **both** cash register receipts and/or invoices and VISA charge slips and keep a transaction log of card purchases
- review, revise (allocate the appropriate General Ledger account to card transactions) through the US Bank website and mark each transaction as “approved” identify discrepancies and report either to the bank or the supplier if the statement is incorrect
- submit the “monthly statement” with original receipts and back-up invoices and documentation to the School Principal or Supervisor within four days of receiving the US Bank statement
- advise the School Principal or Supervisor immediately if his/her card is lost/stolen or if name/address/telephone changes

To Obtain a Card:

- The Principal or Supervisor will advise the Finance Department, by either email or telephone, that a purchase card is required for an employee. The Secretary Treasurer will approve the Individual Cardholder Application Form and it will be sent to US Bank to obtain a VISA purchasing card.
- When you receive your VISA card, sign the back of the card and always keep it in a secure place. Although the card is issued in your name, it is the property of the Aspen View School Division and is only to be used for AVR D purchases as defined in this document and other applicable policies and administrative procedures.

General Information

- **THIS CARD IS NOT TO BE USED FOR PERSONAL USE.**
- The program can be used for both in-store purchases as well as for mail, fax, phone, and internet orders.
- The VISA Purchasing Card may be used at any vendor/supplier who accepts VISA throughout the world.
- You are responsible for the security of your card and the transactions made with it. The card is issued in your name and it will be assumed that any purchases made with the card will have been made by you. A card used out of compliance with the guidelines established by this program will result in severe consequences.

Using the VISA Card**The Purchasing Card May Not Be Used:**

- at any merchant, or to purchase any product or service normally considered to be an inappropriate use of Division funds
- to purchase equipment over \$15,000
- for cash advances

Using the VISA Card & Built-in Restrictions

- Each card has been assigned an individual credit limit. If you find over time that the limit is too low to accommodate your monthly requirements, please contact your School Principal or Supervisor to re-evaluate your limit. All limit change requests will be directed to the Secretary Treasurer. US Bank will not change your credit limit without the approval of the Secretary Treasurer.

Using the VISA Card for U.S. Purchases

VISA is an acceptable method of purchasing from the U.S. for two reasons:

1. The goods will be prepaid, often ensuring prepaid freight charges.
2. The currency exchange will be facilitated by VISA – both the U.S. amount and the Canadian equivalent will appear on the monthly VISA statement (the Canadian dollar equivalent will be interfaced into the General Ledger).

There are additional steps that must be followed for U.S. purchasing due to customs implications at the border. Please make sure that cardholders are aware of these requirements. If you choose, you may wish to restrict U.S. purchasing at your site to one designated person so that procedures are consistently followed.

It is very important that both U.S. vendors and our Customs Broker (Russell A. Farrow) receive consistent information from the schools.

The following steps should be followed when ordering from a U.S. vendor:

1. Place your order by phone or fax.
2. Advise the vendor/supplier that our customs broker is Russell A. Farrow, phone: 1-780-423-5444.
3. Ask for an order confirmation number, if available. Some companies supply a confirmation number and others do not.
4. Advise them of the information on the following page (you may fax it to them – include the order confirmation number on the fax). Make sure the “name of the school” has been inserted for the shipping label to avoid confusion and insure expedient delivery.
5. Make sure you get the name of the person you spoke to when placing the order. Make note of the person’s name and the date you placed the order in case you need to follow-up on the order at a later date.

If you require further assistance please contact the Secretary Treasurer at the Aspen View School Division Office – phone 1-780-675-7080 ext. 04

To: All U.S. Address Vendors

Please note that all **CUSTOMS CLEARANCE** will be facilitated in Edmonton, Alberta by RUSSEL A. FARROW, Customs Brokers and Consultants for Aspen View Regional Division No.19.

Contact information is as follows:

Phone: 1-780-423-5444
 Fax: 1-780-428-1389

Please ensure the following information is provided with every shipment:

- Commercial invoice, complete with quantity, description of merchandise, number of cartons and weight, country of origin, and values. The commercial invoice must be placed underneath the shipping label; UPS will automatically route the shipment via Vancouver or Winnipeg for Customs clearance.-
- To avoid unnecessary delays, shipments must be sent prepaid to the border – COD shipments not accepted.
- Cartons must be numbered, eg: 1 of 4, 2 of 4, etc.
- NAFTA Certificate of Origin, if applicable.

NOTE: Insurance is not included. Hazardous materials are prohibited. Please contact Russell. A. Farrow for further information.

Using the VISA Card for Phone Orders

1. Prepare the details of your order on a sheet of paper. Include the supplier's name, phone number, date of order, quantity and description of the goods/services you wish to order, cost, shipping/freight charges, and GST. This pre-planning will help organize your call and provide a record of your transaction for future reference.
2. Have your VISA card ready and place your order by phone.
3. Ask for an order confirmation number, if available. Some companies supply a confirmation number and others do not.
4. Advise the vendor who your order should be sent to (most likely this will be you) and that the order should be clearly marked paid by VISA. Retain all documentation associated with the order when the goods are received (many vendors send the charge slip with the goods).
5. Make sure you get the name of the person you spoke to when placing the order. Make note of the person's name and the date you placed the order in case you need to follow-up on the order at a later date.
6. Include the total amount on your transaction log and update your monthly running total.

Using the VISA Card for Fax Orders

1. Prepare the details of your order on a spreadsheet or word-processing document. Include the supplier's name, phone number, date of order, quantity and description of the goods/services you wish to order, cost, shipping/freight charges, and GST. Include your School Name, Ship to attention of: "Name", Shipping address, Order Reference Number (for follow-up purposes) and clearly indicate that you wish to pay by VISA, including the card number and expiry date. Ask for an order confirmation number to be sent to you by return fax, if possible. Some companies supply a confirmation number and others do not.
2. Direct your fax order to a specific person (if possible) and place your order by fax (a specific person will make follow-up easier if it is necessary).
3. Keep the fax as a record of the order.
4. Include the total amount on your transaction log and update your monthly running total.
5. If you do not receive confirmation within a couple of days, follow up by phone to confirm that the order was received.

Using the VISA Card for Internet Purposes

1. Determine if the internet site is secure for financial transactions.
2. Complete the order section on the screen appearing in the vendor's site. Print a copy of the screen that outlines the details of your order. Keep this for future reference or follow-up.
3. Submit your order over the internet.
4. Include the total amount on your transaction log and update your monthly running total.
5. If you do not receive confirmation within a couple of days, follow up by phone to confirm that the order was received.

Cost Accounting Needs

- Each VISA card has a single general ledger account hard coded into its accounting code line. The purpose of this program is to simplify processes for most purchases.
- In many cases these purchases will be categorized in one account code. For those purchases that have multiple codes within a site, the VISA Cardholder Software can be edited to reflect changes to cost distribution.

Monthly Reconciliation & Payment

- The VISA Purchasing Card Program carries corporate, not individual, liability. Arrangements have been made for Aspen View School Division to pay the account in full each month. The program does not impact your personal credit rating in any way.
- Cardholders must retain **all receipts invoices, etc.** for goods and services purchased! If you purchase via phone, fax, internet, or mail, ask the vendor to include the receipt *and invoice* with the goods when the product is shipped to you. The receipt *and invoice* are the only original *pieces of* documentation specifying whether or not tax has been paid against the purchase.
- Each Cardholder will access his/her monthly statement through the US Bank website, where each transaction made against the card during the previous billing cycle *can be identified*. The statement must be reconciled, with original receipts *and invoices* attached **and in the order shown on the statement**. The statement will then be reviewed and approved by your School Principal or Supervisor. Each statement must be signed by **BOTH** the cardholder and the School Principal or Supervisor and then forwarded to Accounts Payable Department.

The Transaction Log

- The Cardholder Transaction Log is an ongoing record of information about the purchases made on the VISA card. The form (sample on following page) is simple and easy to use. It requires only a minimum amount of time to maintain. It is important to know your outstanding balance at the end of each cycle, in the event that you may make a purchase that is more than the monthly limit of your card. **You are responsible for knowing how much is outstanding on your card.**
- Individual receipts typically itemize merchandise purchased. The log allows the Cardholder the ability, at a glance, to view all activity and to be aware of the balance used on the VISA card to-date.
- The Cardholder must always obtain a receipt when using the Purchasing Card. On the log, record the date of the transaction, the name of the merchant/supplier and a note on the goods purchased, the value of the sale, and update the running balance. One line is used per purchase.
- The log is a record designed to assist the Cardholder with reconciliation of the “Monthly Statement”. Upon receipt of the “Monthly Statement”
 - the Cardholder attaches receipts/invoices to the statement and checks/crosses off the corresponding item on the log.
 - the Cardholder will update the running balance on the log by subtracting the total on the statement

Discrepancies

- There may be occasions where you find items on your statement that do not correlate with entries in your log or match your retained receipts. You may not have made the transaction, the amount of the transaction is incorrect, or you have a quality or service issue.
- **Your** first resource is to contact the vendor involved to try to resolve the error. If the vendor agrees that an error has been made, he will credit your account. On your Log, highlight the transaction in question as a reminder that the item is still pending resolution.
- If the vendor does not agree that an error has been made, **you** should contact US Bank using the 800 number on the back of your Purchasing Card. State that you would like to dispute a charge on your card.
- Any charge you wish to dispute must be identified in writing within 60 days of the statement date.
- You are responsible for the transactions identified on your statement. If an audit is conducted on your account, you must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, you are responsible to show that the error or dispute resolution process has been invoked.

Lost or Stolen Cards

- The VISA Purchasing Card is Aspen View School Division property and should be secured just as you would secure your personal credit cards. **If your card is lost or has been stolen, notify the School Principal or Supervisor and contact the US Bank Customer Service immediately!** The number to call is 1-800-588-8067.
- Upon receipt of your call, further use of the card will be blocked. Prompt action in these circumstances can reduce Aspen View School Division's liability for fraudulent charges.

In Summary

- Vendors are paid within three days of your business transaction. Please indicate to vendors that you do not wish to be invoiced, as an invoice could result in duplicate payment.
- The program is designed to be simple and easy to use, providing you the goods needed to perform your job more quickly and with fewer steps to accomplish the task. But we also need to maintain appropriate controls to ensure the ongoing success of the program.
- We ask you to exercise good judgment and act responsibly when using your card. The card is issued in your name, and all activity will be assumed to have been incurred by you. We ask you to always retain your receipts. Failure to comply will result in your card being cancelled.
- In addition, random audits may be conducted for both card activity and retention of receipts/sales slips. Consequences, ranging from suspension of cards to a formal reprimand, will be invoked for improper use of the program.
- We continue to improve the way we conduct business. Your use of this program in conducting your daily business can help us make significant change in eliminating a variety of manual transactions. If you have any questions about the program or need additional information, please contact the School Principal or Supervisor.