

Section: B	Policy Number: B-008	Approval Date: Sept. 15, 2004
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PURCHASING AND CREDIT POLICY

To ensure the best use of Agency resources and that proper controls and authorizations are in place for the Agency, people supported, staff and volunteers, all Agency purchases and expenses must be appropriately authorized and recorded with original documentation. Should original documentation not be available, a note of explanation must be provided and authorized by the Supervisor. Invoices will be addressed to Community Living-Central Huron, P. O. Box 527, Goderich, Ontario, N7A 4C7.

The Supervisor and/or the Coordinator will authorize all purchases in advance of the purchase and will initial the receipt prior to presentation to the Office Accountant for payment. Also, each receipt will clearly identify the item(s) purchased, which department the expense is costed, tax information and if there is any reimbursement. All receipts will be stamped with the internal authorization stamp and completed by each appropriate Supervisor. Purchases and expenses include: petty cash, credit cards, pre-authorizations, charge accounts, promotions/bonus offers, etc.

At a minimum, bi-weekly, the Office Accountant will provide to the Executive Director, all invoices/receipts of purchases, ensuring such receipts are appropriately authorized, prior to preparing cheques or documenting on-line payment. This is to ensure no service or interest charges are incurred by the Agency. All Agency cheques require two signatures, as determined annually by the Board of Directors.

Community Living-Central Huron utilizes credit cards for authorized Agency use only, this is for the convenience of staff, volunteers and people supported. The Office Accountant will exclusively hold, administer and reconcile the use of the Agency Credit Card. Coordinators, Senior Case Managers and other authorized staff will have access to the Agency Credit Card for the purposes of pre-purchasing out-of-town trips, hotel and ticket orders for people supported as well as for other authorized Agency purchases. The Agency also has available in each Agency owned and/or leased vehicle, a credit card for purchasing gas and other necessary items related to the operation of the vehicle, ie. washer fluid, wiper blades.

The following procedures have been developed for use of the Agency Credit Card for the protection of the Agency, its staff and volunteers:

- a) It is important to make arrangements to use the Agency Credit Card in advance of anticipated usage; staff and/or volunteers using the Agency Credit Card will first complete the *Detailed Use of Credit Card Form*, authorized by their Supervisor. The completed original *Detailed Use of Credit Card Form* will be given to the Office Accountant, at the time of accessing the Credit Card. Staff are required to indicate the date the card is accessed and when it will be returned to the Office Accountant.

- b) Staff accessing the Agency Credit Card, or the Supervisor, will provide to the Office Accountant, as soon as possible, a receipt/proof of purchase/confirmation number, etc., containing the completed internal authorization stamp.
- c) When the Agency Credit Card is utilized on behalf of people supported, for pre-purchasing tickets, hotel accommodations, transportation, etc., for an upcoming holiday/outing, payment for such purchases shall be made no later than two weeks following the booking. In addition, currency exchanges for non-Canadian dollars will be charged once the 'monthly' Credit Card Statement is received; the Office Accountant will notify in writing the appropriate individual and/or staff.
- d) It is important to ensure the HST number is included on every invoice.
- e) The Agency's credit limit is \$5,000. The outstanding balance will be paid in full upon receipt of the statement, to ensure no interest charges.

The following procedures have been developed for use of the gas credit cards located in each vehicle leased/owned by the Agency:

- a) Gas credit cards, are kept locked inside the Agency locked vehicle, ie. glove box, console, at all times. Vehicle doors are locked when exiting the vehicle.
- b) Signed receipts for all purchases made with the gas credit card, along with the mileage sheet, are submitted to the Office Accountant weekly. Supervisors are required to initial the summary page of mileage sheets, for approval and authorization purposes.
- c) Should the gas card have bonus or rewards program offers attached to it, staff will ensure such bonuses or rewards are credited to Community Living-Central Huron. Examples of such bonus or rewards programs are: Air Miles, Esso Extra, Petro Points, Bonus Bucks, etc.

The following procedures have been developed for pre-authorized purchases and credit applications:

- a) The Executive Director and Coordinator(s) will determine which local and out-of-town businesses/suppliers will be accessed for credit purchases on behalf of the Agency. Also, the Executive Director and the applicable Coordinator(s) will establish which staff and or volunteers will be authorized to make purchases on behalf of the Agency.
- b) It is necessary for the Agency, Executive Director, to provide each business with verification and in some situations, sample signatures of staff and/or volunteers who are authorized to purchase items on the Agency's behalf. Examples of pre-authorized accounts are: Wal-Mart, Zellers Inc., MicroAge Basics, Microtech Computers, H.O. Jerry (1983) Ltd. and Ideal Supply
- c) Receipts for all pre-authorized purchases will be signed by the staff or volunteer making the purchase and initialled by the staff/volunteer's immediate Supervisor. The Supervisor will immediately provide all receipts and authorizations to the Office Accountant to ensure no late payment fees and/or interest is charged to Community Living-Central Huron.

- d) Any bonus offers, promotions, gift certificates, credit vouchers, etc., are the property of Community Living-Central Huron. Staff and volunteers will not keep such forms of recognition for their own personal use.

The Agency expects that the convenience and benefit of utilizing Agency credit cards, pre-authorized purchases and credit applications will be respected and used solely for the intended purchase; any deviation will result in disciplinary action up to and including termination of employment.