

OTTAWA-CARLETON DISTRICT SCHOOL BOARD

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PROCEDURE PR.566.FIN

**TITLE: LOW VALUE PURCHASE PROGRAM**

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**1.0 OBJECTIVE**

This procedure:

- a) defines eligible and ineligible purchases/payments for the Low Value Purchase Program (LVP); and
- b) provides parameters for establishing and controlling petty cash advances and purchasing credit cards.

**2.0 PROCEDURE**

2.1 ELIGIBLE AND INELIGIBLE PURCHASES/PAYMENTS

The LVP was specifically designed to enable schools/departments to make the following purchases/payments: purchases of miscellaneous supplies to a maximum of \$250 per item, with a \$1,000 maximum per invoice (sales taxes excluded). This includes items such as, for example, magazine subscriptions, books, office supplies, awards and commencement purchases.

2.2 The following purchases/payments are specifically excluded from the LVP:

- a) items consolidated for bulk purchasing, regardless of value, that are tendered by OCDSB Purchasing available through OCDSB contracts with specific suppliers;
- b) payments to OCDSB employees including occasional teachers for services rendered;
- c) payments of salary, consulting fees or honoraria;
- d) all furniture and equipment;
- e) cafeteria equipment and furniture;
- f) computer software and hardware equipment;
- g) repairs which are paid for centrally; and
- h) travel expense claims.

2.3 LOW VALUE PURCHASE FUNDS

2.3.1 Petty Cash Advances

Petty cash advances of up to \$1,500 may be issued to schools/departments to facilitate purchases that are too small or inconvenient to be purchased through the issuance of a purchase order.

### 2.3.2 Purchasing/Board Credit Cards

The following conditions apply for Board credit cards issued by Financial Services to principals and managers upon their superintendent's authorization:

- a) cards are to be used for school/department business only;
- b) eligible purchases not listed under 2.1 above, to a maximum of \$250 per item with a \$1,000 maximum per invoice/transaction;
- c) cards may be used for travel arrangements; however, reimbursement of these expenses can be obtained only through a Travel Expense Claim Form OCDSB 595 that has been approved by the appropriate superintendent/principal/manager. Appropriate receipts and details must accompany the claim;
- d) no cash advance on Board purchasing credit cards.

### 2.4 OBTAINING REIMBURSEMENT FROM THE BOARD

Schools/Departments must submit a Reimbursement Form OCDSB 240 to obtain reimbursement for expended petty cash funds.

### 2.5 PAYMENTS MADE ON CREDIT CARDS AND CONTROL OF CREDIT CARD EXPENDITURES

Purchasing credit card statements will be paid centrally. Schools and departments will be required to reconcile and attach appropriate supporting documents, i.e., credit card slips, invoices, and forward the statements to the Accounting Office at 133 Greenbank for recording of expenditures.

2.6 If petty cash funds are lost or stolen, they can be replaced by the Board only if:

- a) loss occurred as a result of a break-in;
- b) funds were kept in a locked cabinet; and
- c) break-in and loss was reported to the local Police Department.

2.7 Petty cash advances/bank debit card and credit card expenditures are subject to audit at any time.

## 3.0 **REFERENCE DOCUMENTS**

Board Policy P. 069.FIN: Tendering, Purchasing and Acquisition of Supplies and Services

Board Policy P.075.FIN: Low Value Purchase Program

Board Procedure PR.558.FIN: Tendering, Purchasing and Acquisition of Supplies and Services