

Appendix B



District School Board Ontario North East Purchasing Card Agreement

Enclosed is your new District School Board Ontario North East Purchasing Card issued by Scotiabank. Your participation in the District School Board Ontario North East Purchasing Card Program is a convenience that carries responsibilities. Although the card is issued in your name, it is company property and should be used with good judgment. Your signature below verifies that you understand the Purchasing Card Program policies and procedures and agree to comply with them.

1. A purchasing card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time.
2. Personal charges are not permitted.
3. You are the only person entitled to use the card and are responsible for all charges.
4. Unauthorized use can be considered improper use of company funds, which may result in disciplinary action, up to, and including termination.
5. Cardholders are expected to comply with internal control procedures to protect company assets. This includes keeping receipts, reconciling monthly card statements, and following proper card security measures.
6. Cardholders are responsible for reconciling their Purchasing Card(s) monthly and resolve any discrepancies by contacting the supplier or the bank.
7. Charges against the card are automatically recorded against the appropriate general ledger lines as specified by management. As a result, only purchases consistent with the type of materials and services authorized by management should be charged.
8. A lost/stolen card must be reported immediately by telephone to the Purchasing Card Coordinator and Scotiabank Commercial Card Service Centre, 1-888-823-9657.
9. A cardholder must surrender the issued card upon termination of employment (i.e., retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

Cardholder Signature

Supervisor Signature

Cardholder Printed Name

Supervisor Printed Name

Date

Date