



Office of the
Saskatchewan Information
and Privacy Commissioner

FINANCIAL POLICY

2.0 FINANCIAL

2.08 PURCHASE CARDS

Purpose

To outline the policy for the Saskatchewan Information and Privacy Commissioner (IPC) Purchase Card Program.

Background

The financial institution contracted to provide the purchase cards and online software for the IPC Purchase Card Program is the Bank of Montreal.

An IPC hierarchy is set up on the purchase card bank's online software to represent reporting relationships in the IPC for the Purchase Card Program.

Purchase cards provide purchasing and payment efficiencies for low value goods and services, while maintaining strong controls. Purchase cards are issued to individuals, not organizations.

Policy

The use of purchase cards to acquire eligible goods and services is **strongly encouraged**. This means **IPC employees are** expected to do their absolute very best to ensure purchase cards are used for eligible purchases. The maximum transaction limit for employee purchase cards is set out in the IPC Delegation of Authority.

With the **exception of meals**, travel expenses such as hotel and airfare should also be charged to purchase cards. While IPC employees are very strongly encouraged to use purchase cards for these expenses to the extent possible, there may be circumstances where this is not practical.

The IPC has designated the Legislative Assembly Service (LAS) to act as the Purchase Card Coordinator (CC).

In order to set up a new CC, an Organization Set-up Form (Appendix 1) authorized by the Commissioner must be completed. Requests to remove a CCs access must be authorized by the Commissioner.

The IPC has designated the LAS to coordinate the initiation and cancellation of purchase cards directly with the purchase card bank when directed to do so by the IPC. This includes setting up and maintaining the IPC hierarchy on the purchase card bank's online software.

AUTHORITY

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources:

Legislative Assembly Service Financial Policy #2.8

The Financial Administration Act, 1993

The Financial Administration Manual

Guidelines for Purchase Cards – Financial Policy #2.07