



## Purchasing Card


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### Administrative Policy 502.1

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*Edmonton Catholic Schools Purchasing Card Program (PCard Program) establishes an efficient method of making small dollar transaction purchases. The consolidation of low value purchases and payments is efficiently managed using the PCard program.*

*The purchasing card (PCard) should be used to purchase goods and services required for the workplace valued at less than \$1,000 per transaction. However, regardless of the amount, District Administrative Policy and Administrative Regulations shall be followed.*

Reference: Governance Process GP2, GP3, GP4 ECSD Organizational Bylaw 19, 21 School Act Section 60	Approved: 
	Date Approved: November 28, 2007
Cross-reference: AP 131, 500, 501, 502,	Date(s) Revised: