

 <b>YUKON ENERGY</b> Goods & Services Guidelines GS-015	<b>DEPARTMENT:</b>		<b>INQUIRIES TO:</b>	<b>TOPIC:</b>	
	All		Corporate Services	Corporate Purchasing Card Guideline	
	<b>ISSUED:</b>		<b>REVIEW DATE:</b>		<b>APPROVED BY:</b>
	March 2006		February 2009		_____ Director, Corporate Services

## 1.00 Purpose

- 1.01 The purpose of the Corporate Purchasing card is to provide a convenient, cost-effective and efficient method of procuring and paying for lower dollar value goods by:
- Simplifying the procurement and payment process;
  - Reducing the use of small dollar purchase orders (LPO's);
  - Decreasing the use of petty cash in departments;
  - Reducing personal credit card reimbursement for goods and services;
  - Improving order cycle time;
  - Enabling both user and support areas to make more effective use of their resources;
  - Reducing paperwork; and
  - Expediting supplier payments.
- 1.02 Employees are encouraged to use Corporate Purchasing cards for the purchase of goods where it is efficient, economical and operationally feasible to do so and within stated parameters.

## 2.00 Procedure

- 2.01 Requests for a Corporate Purchasing card are triggered by completion of the "Signing Authorities" form by the requestor's immediate supervisor. The form shall be forwarded to Finance. Finance shall forward a copy of the form to Corporate Services for processing and retention.
- 2.02 Corporate Purchasing cards are issued and controlled by Corporate Services. Employees must sign an "Employee acknowledgement of Responsibilities and Obligations" form prior the issue of the purchasing card.
- 2.03 Card limits are set for each position in accordance with Yukon Energy's Signing Authority Guideline.
- 2.04 Corporate Purchasing cards must be used only to make legitimate purchases for Yukon Energy within the limitations established for the card. Only the employee whose name appears on the card is authorized to use the card.
- 2.05 An "Expenditure Statutory Declaration" form must be completed for all lost receipts.

### **3.00 Responsibilities**

3.01 Cardholders are responsible for:

- Signing the Employee Acknowledgement of Responsibilities and Obligations form;
- Following established procedures for the usage and safeguarding of the Corporate Purchasing card;
- Keeping adequate records of transactions for audit scrutiny;
- Matching receipts to monthly statements;
- Coding and signing monthly statements;
- Forwarding individual statements and receipts to your immediate supervisor and budget owner for review and approval;
- Reporting loss or suspected fraudulent or misuse of the card immediately to VISA and Corporate Services; and
- Returning the Corporate Purchasing card prior to leaving Yukon Energy's employ.

3.02 Corporate Services is responsible for:

- Controlling, distributing and canceling Corporate Purchasing Cards;
- Monitoring compliance with established policies and procedures; and
- Analyzing purchases.

### **4.00 Restricted items**

- a) Cash advances;
- b) Personal purchases;
- c) Goods stocked in Yukon Energy's warehouse;
- d) \*\*Meals;
- e) Services;
- f) \*\*Airline tickets;
- g) \*\*Tuition and professional fees;
- h) Charges incurred by independent contractors;
- i) Capital budget purchases;
- j) Furniture purchase;
- k) Goods and materials covered by master agreements or standing purchase orders.

\*\*Senior Management may waive any provisions of this guideline when it is in the best interest of Yukon Energy to do so.

### **5.00 Cancellation of Corporate Purchasing Card**

5.01 Any breach of this guideline may result in the cancellation of the cardholder's corporate purchasing card.