



Rationale

The division’s Purchasing Department has access to a divisional credit card which may be used for divisional purchases if the vendor will not accept a purchase order as a method of payment.

Procedure

- The location ordering the product must contact the vendor directly to confirm if they will accept a purchase order as method of payment.
- If the vendor will only accept credit card payments, the school secretary must enter a requisition into the SRB administrative software system with the following information:
 - If the vendor is not listed in the SRB database, send a vendor addition request to the Purchasing Manager providing the following information about the vendor:
 - Name
 - Full address
 - Phone and fax numbers
 - Email address
 - In the description box, include a detailed description of what is being ordered, including any names, dates, website addresses, etc. that are important to the ordering process.
 - All details pertaining to the order must be provided to ensure accuracy of the product being ordered. Completed registration forms, applications, carts, etc. must be attached to the requisition to support the accuracy of the order. If item(s) are no longer available or a significant price increase has occurred, the ordering location will be contacted prior to processing the order.
 - In the comment section, add the notation: “to be paid by divisional credit card”.

Please note that since the purchase is made with the divisional credit card the ordering location will not receive an invoice. Any supporting documents will be filed with the credit card statement at the Sunrise Business Centre.

Cross Reference:		
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