
PURCHASING CARDS

Section 1. PURPOSE

The purpose of this policy is to ensure the proper use of purchasing cards issued to the Bedford Regional Water Authority (“Authority”).

Section 2. ACCOUNTS

Each user will have a separate purchasing card issued to them, and each card will have a separate credit limit associated with it. The Executive Director and the Director of Finance are responsible for the management of the cards, with each user being responsible for the proper use of the card that is issued to them.

Section 3. AUTHORIZED USERS AND CREDIT LIMITS

- A. Authorized Users may be issued a Purchasing Card, as determined by the Executive Director and the Director of Finance. Credit limits can be temporarily adjusted via the internet by the Executive Director, Director of Finance, or Accounting Technician, should the need arise.
- B. The following is a list of the each of the positions held by Authorized Users with an individual credit limit of five thousand dollars (\$5,000):
 - 1. All Directors
 - 2. Human Resources Manager
 - 3. Information Systems Manager
 - 4. Safety Coordinator
- C. The following is a list of the each of the positions held by Authorized Users with an individual credit limit of three thousand dollars (\$3,000):
 - 1. All Managers, unless noted in the category above
 - 2. Assistant Maintenance Manager
 - 3. Accounting Technician
 - 4. Marketing Coordinator
- D. The following is a list of each of the positions held by Authorized Users with an individual credit limit of one thousand dollars (\$1,000):
 - 1. All Supervisors
 - 2. Administrative Support Technician
 - 3. Engineering Assistant
 - 4. Compliance Specialist
- E. The Accounting Technician is an Authorized User. This position has a credit limit of three thousand dollars (\$3,000), and their limit will be adjusted via the internet by the Executive Director should the need arise.

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- F. All other Authority employees, not listed above, will be authorized users. The credit limit for these employees will be zero (\$0.00) and will be adjusted via the internet by the Executive Director, Director of Finance, or Accounting Technician, should the need arise.

Section 4. ACCOUNT BALANCE

The outstanding balance on each card shall be paid off monthly; no interest shall be paid for any of the card accounts.

Section 5. DOCUMENTATION OF PURCHASING CARD

Each cardholder shall sign a log upon issuance of a card, with the Executive Director, Director of Finance, or their respective Manager verifying the receipt of the card. For any purchasing card use, a receipt and a completed Purchasing Card Request Form shall be generated by the authorized user. All receipts and other documentation relating to purchases, reservations, or online support shall be provided to the Director of Finance or Accounting Technician as soon as practical. The Director of Finance or Accounting Technician shall be responsible for verifying each charge on the monthly bill with the documentation provided by the authorized users; when the Director of Finance or Accounting Technician make purchases using a purchasing card, the documentation shall be approved by the Executive Director. Failure by an authorized user or cardholder to provide sufficient documentation may limit future use of the card.

Section 6. AUTHORIZED USE OF PURCHASING CARD

- A. Purposes for which the cards may be used include:
1. Making reservations for conferences, travel arrangements, or classes, as coordinated through Human Resources
 2. Payment for lodging, meals (excluding alcoholic beverages), transportation, and other related charges associated with attendance of professional conferences and meetings, as coordinated through Human Resources.
 3. Purchases from suppliers for routine supplies and materials. The purchasing card is designed to be used in place of open accounts with vendors, thus eliminating numerous invoices to multiple vendors.
 4. Purchases of computer software support by the Information Systems Manager for the correction of problems or restoration of failed systems.
- B. The Executive Director or Director of Finance may revoke card privileges at any time as deemed necessary.

Section 7. UNAUTHORIZED USE OF PURCHASING CARD

No purchase of any personal items may be made on the Authority's card account for later reimbursement.

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Section 8. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on March 26, 2013, effective July 1, 2013.
- B. This policy was modified with the following amendments:
 1. Approved July 23, 2013, effective July 24, 2013:
 - a. Policy revised to include additional positions that routinely make purchases.
 2. Approved April 21, 2015, effective April 22, 2015:
 - a. Section 3A modified to include the Financial Assistant as an authorized individual to make changes to credit limits.
 - b. Section 3B was modified to include additional positions.
 - c. Section 3D and 3E were modified to reflect changes made to 3A and 3B.
 - d. Section 5 was modified to include the Financial Assistant, and provide for review by the Executive Director.
 3. Approved May 16, 2017, effective May 17, 2017:
 - a. Section 3B was modified to increase the credit limit from \$2,500 to \$5,000 and to revise Communications Coordinator position to Public Information Office position.
 - b. Section 3C was added to maintain a level of \$2,500 for those positions listed therein.
 - c. Section 3E was modified to add 2 positions
 - d. Revised Financial Assistant position to Financial Technician position
 4. Approved June 18, 2019, effective June 19, 2019:
 - a. Sections 3 and 5 were modified to update position titles
 5. Approved June 16, 2020, effective June 17, 2020:
 - a. Section 3C was modified to add 2 positions.
 - b. Section 3D was modified in order to move the position to 3C.
 - c. Section 3E was modified to reflect the changes made in 3C.
 6. Approved October 18, 2022, effective October 19, 2022:
 - a. Section 3 was modified to add and categorize positions, as well as revise credit limits