

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 Director of Finance and Finance Manager 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 Director of Finance and the Finance Manager. Credit limits can be temporarily adjusted by the Director of Finance, Finance Manager, 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. Risk and Safety Manager
- 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 Managers
 - 3. Senior Supervisors
 - 4. Accounting Technician
 - 5. Communications Manager
- 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, unless noted in the category above
 - 2. Administrative Support Technician
 - 3. Engineering Assistant
 - 4. Compliance Specialist
 - 5. Safety Coordinator
- E. 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 by the Director of Finance, Finance Manager or Accounting Technician, should the need arise.

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- F. The Executive Director or Deputy Director must make any adjustments to the Director of Finance's credit limit, as well as approve any purchases made on the card held by the Director of Finance.

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 Director of Finance, or their respective Manager verifying the receipt of the card. For any purchasing card use, a receipt for each purchase shall be submitted by the authorized user. Each receipt should be electronically coded to include the word PCard, the name of the authorized user, a brief description of the transaction, the general ledger account code the expense is being applied to, and the amount of the transaction. The receipt must be signed by a member of the management team. All receipts and other documentation relating to purchases, reservations, or online support shall be submitted to invoices@brwa.com within three business days of the purchase. . As part of the final review, the Executive Director or Deputy Director will review the monthly statement and all PCard receipts. 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, 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.

PURCHASING CARDS**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
 - 7. Approved September 16, 2025 effective September 17, 2025:
 - a. Various sections of the policy were modified to align with a change of processes within the Finance department.