
CREDIT ACCOUNT PURCHASES - FD-VIII-3

POLICY

Purchases of supplies and/or services can be made through authorized use of the agency's credit accounts.

PURPOSE

This process is required in order to provide the vendors with authorization to process an order.

PROCEDURE

General Supplies and Services

1. To purchase food or general supplies, a Loblaws Purchase Order Form will be completed in full by approver prior to employees shopping
2. Once purchase is complete, the Loblaws Purchase Order Form and receipt are forwarded to the Finance Department

Credit Cards

1. All Management personnel will be authorized to utilize a corporate Visa card with the applicable Delegation of Authority limits in conjunction with the Visa card limit. A Visa Charge Form FD015 will be completed in full and applicable order forms and receipts will be attached.
2. For the purchase of gas and supplies for the agency's vehicles, the credit cards will be located in each vehicle and authorized use is based on the plate number and assigned Driver I.D. number. All receipts will be handed into Finance.
3. The Staples credit card will be kept at the Administrative Office and signed out upon receipt of an approved purchase request.

Point/Air Miles Programs

1. All Air Miles will be used to benefit only individuals receiving service based on submissions made to the Director Community Services. Any exceptions will be authorized by the Executive Director.
2. For each supplier that has a point or Air Miles program, OPTIONS northwest member numbers **MUST** be used. Employees will not use personal member numbers when shopping on behalf of OPTIONS.
 - Air Miles-kept in each vehicle with credit card
 - Metro Supersaver-on purchase authorization form
 - All program numbers are also kept in Finance.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE:



OPTIONS northwest

VISA CHARGE FORM

Vendor #

CHEQUE PAYABLE TO: ROYAL BANK VISA AMOUNT: _____

Attach all applicable documentation i.e. Order Forms, receipts, etc.

SUPPLIER PAID: _____

FOR: _____

COST CENTRE	ACCOUNT CODE	AMOUNT

CARDHOLDER NAME: _____ APPROVED BY: _____

DATE: _____ DATE: _____



**OPTIONS
NORTHWEST**
live life your way

PURCHASE ORDER

95 N. Cumberland St.
Thunder Bay, ON P7A 4M1
807-344-4994

Real Canadian Superstore
600 Harbour Expy
Thunder Bay, ON P7B
6P4

Darcy's NO FRILLS
425 Edward Street
Thunder Bay, ON P7C
4P7

Shawn's NO FRILLS
1020 Dawson Road

Thunder Bay, ON P7B 1K6

Account #: 51884

To supply Groceries
(including but not limited to cleaning supplies, household supplies, hygiene supplies)

Location: _____ To a maximum of: \$ _____

Date of Order

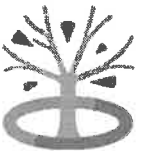
Cost Centre-Account Code

Approved By

Date

Original copy - To Store
attached)

Photocopy - Finance (submit with store receipt



**OPTIONS
NORTHWEST**
live life your way

PURCHASE ORDER

95 N. Cumberland St.
Thunder Bay, ON P7A 4M1
807-344-4994

Real Canadian Superstore
600 Harbour Expy
Thunder Bay, ON P7B
6P4

Darcy's NO FRILLS
425 Edward Street
Thunder Bay, ON P7C
4P7

Shawn's NO FRILLS
1020 Dawson Road

Thunder Bay, ON P7B 1K6

Account #: 51884

To supply Groceries
(including but not limited to cleaning supplies, household supplies, hygiene supplies)

Location: _____ To a maximum of: \$ _____

Date of Order

Cost Centre-Account Code

Approved By

Date

Original copy - To Store
attached)

Photocopy - Finance (submit with store receipt