

 CITY OF Welland	Policy Title:	Purchasing Card Policy		
	Policy Number:	FIN-002-0004		
	Approval Date:	February 26, 2026	Approved by:	CLT
	Revision Date:	N/A	Area:	Corporate
	Document Type:	Policy	Department:	Finance

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1.0 Introduction

The Corporation of the City of Welland (the “**City**”) Purchasing Card is the preferred method of payment for low dollar purchases of goods and services in alignment with the City’s Purchasing policy. The use of the Purchasing Card reduces processing time spent on low dollar purchases and processing small-dollar, high-volume transactions while ensuring adequate controls in compliance with the City’s Purchasing Policy.

2.0 Purpose and Scope

To establish financial controls related to the appropriate use of the City’s Purchasing Card.

This Policy applies to all employees engaged by the Corporation (collectively, “**Staff**”) who have been approved and issued a Purchasing Card (P-Card).

Purchasing Cards are not available for elected officials.

This policy works in tandem with the City’s Purchasing Policy and Employee Expense Policy.

3.0 Application

This Policy applies to all City of Welland employees who have been issued a P-Card and to those individuals who provide administrative functions for the P-Card program. P-Cards are available for City of Welland Full Time, and Part Time employees upon receipt of the appropriate Management approvals.

While the City assumes liability for all authorized charges on the Purchasing Cards, the individual cardholder is responsible for signing the Cardholder Agreement, as well as abiding by the Purchasing Card policy and any related policy and/or procedure.

Failure to reconcile transactions by the dates required or use of any Purchasing Cards for restricted purposes is deemed unacceptable by the City and consequences to the individual cardholder will ensue.

The P-Card may not be used for personal purchases or cash advances.

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The P-Card may not be used for personal travel.

Items purchased using a P-Card cannot be returned for cash.

The P-Card may not be used when a contract or tender with statutory holdback(s) effect for the product and / or service, unless on an exception basis where the Treasurer deems that the contract is best executed via a Purchasing Card.

4.0 Roles and Responsibilities, Companion Documents

Please refer also to:

Purchasing Card

Procedures US Bank Guide

5.0 Compliance

The above-mentioned lists are non-exhaustive and are to be used as interpretive tools to assist all staff in fulfilling Corporation expectations under the Policy.

Should staff have any concerns or questions regarding this Policy, please contact Purchasing, purchasing@welland.ca or Accounts Payable, ap@welland.ca

Revision History

Date	Description of Change	Initials