



**City of Lloydminster  
Information Report (IR)**

**Subject Matter: Draft Purchasing Card Policy**

**Department: Chief Financial Officer**

Presented By: Linsay Organ

**GPC Meeting Date:** February 12, 2024

**Topic:** To inform the Committee on updates to the Draft Purchasing Card Policy.

**Background:** The current City of Lloydminster Purchasing Card Policy 023-2017 was approved by Council in October 2017 and requires updating. This was the first policy directing the guidelines and controls governing the use of Pcards. The intent was to enable departments to use Pcards to facilitate transaction payments in an efficient and effective manner, while still maintaining an appropriate level of internal control.

After the approval of Policy, a Pcard program was implemented by Administration. Since this implementation, the program has grown significantly. Currently, there are approximately 165 cardholders across the City and over 6,500 transactions are processed on Pcards annually. Since the original implementation of the program, the City has continually improved processes and controls. The proposed Policy incorporates these improvements.

The Pcard Policy is the framework followed by all cardholders. The proposed Policy has been designed to be understandable, clear, and direct.

All changes from the original Policy have been summarized in Schedule 1.

**Objective:** Administration refined the Purchasing Card Policy to provide a clear framework for effective and compliant departmental purchasing, fostering transparency, financial controls, and streamlined processes.

**Options:**

1. That the Committee accept this report as information and that the item be brought forward to a future Regular Council meeting for decision.
2. That the Committee request more information and that the item be brought forward to a future Regular Council meeting for decision.
3. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Delivering Good Governance. The Purchasing Card Policy is vital to ensure there is an established framework fostering fiscal responsibility, transparency, risk management in the purchasing process, and operational efficiency of the City.



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**Governance Implications:** Upon Council approving the Draft Purchasing Card Policy, Purchasing Card Policy No. 023-2017 will be repealed.

**Budget/Financial Implications:** Revisions to the policy are essential for improvement on financial controls and efficiency around purchasing.

**Environmental Implications:** N/A

**Report Approval Details**

Document Title:	Draft Purchasing Card Policy.docx
Attachments:	- 2024 02 12 - Schedule 1 - IR Purchasing Card Policy 134-16.pdf - 134-16 Purchasing Card Policy - DRAFT - Leg Reviewed.docx
Final Approval Date:	Feb 2, 2024

This report and all of its attachments were approved and signed as outlined below:

Denise MacDonald

Doug Rodwell

Dion Pollard