

SUBJECT: ACQUISITIONS AND USE OF UNIVERSITY PROCUREMENT CARD**1. Purpose**

To provide a policy and procedure on the acquisition and use of the University Procurement card.

2. Scope

This policy is applicable University-wide.

3. Authority

The Director of Purchasing, Contract & Risk Management is directly responsible to the Vice-President (Administration & Finance) for the administration of this policy and these procedures.

4. Procedure

Departments are expected to adhere to the procedures noted below:

- Departments requesting new or replacement Procurement cards must forward an approved, written application to the Purchasing, Contract & Risk Management Department. The application must receive prior approval through the one up authority signature process. The Bank of Montreal has been instructed not to issue any cards without the written approval of the Director of Purchasing, Contract & Risk Management, the Vice-President (Academic) or the Vice-President (Administration & Finance).
- Once the Purchasing, Contract & Risk Management Department receives a Procurement card for a designated cardholder, that person must sign the Employee Acknowledgement Agreement prior to its release which states that they will abide by the obligations, restrictions, transaction and monthly expenditure limits.
- The Employee Acknowledgement Agreement will indicate the allowable monthly and per transaction amounts allowable to be charged by the particular cardholder.
- Cardholders are expected to be informed of the restrictions and obligations pertaining to the use of Procurement cards.
- All transactions resulting from the use of a Procurement card will require an itemized sales slip to be obtained from the vendor at the time of the sale. In the event of phone orders, the cardholder shall obtain a faxed sales slip from the vendor. In the event of a web purchase a print out of the transaction will suffice if a faxed sales slip is not possible.
- All cardholders are required to attach the sales slips and the monthly statement to the Cost Summary Sheet. The Cost Summary Sheet should contain a list of the account codes that will be debited for charges relating to the purchases. The Cost Summary Sheet, Monthly Statement and sales slips must be submitted to Accounts Payable by the 15th of the month. Any remittances after this date may be subject to late interest charges which will be charged to the cardholder's budget.

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- Taxes should be individually identified on the Cost Summary Sheet prior to submitting it to Accounts Payable for processing.

5. Restrictions and Obligations

- The Procurement card is to be used only by the person whose name appears on the card (the cardholder). The cardholder is not to lend the card to any other employee.
- Without prior authorization from a Dean/Director/Vice-President or President, the Procurement card must not be used to pay for travel or hotel costs, nor may it be used to pay for vehicle operating or maintenance costs.
- The Procurement card may be used to purchase goods/services from a research grant. However, if the purchase falls outside of the allowable goods/services designated under the grant, the Faculty member will be responsible for the reimbursement.
- The Procurement card cannot be used to obtain cash advances.
- In order to ensure that we receive the best possible price and/or maintain campus standards when purchasing goods/services for UNBC purposes, the Procurement card must not be used for goods or services;
 - 1) that are carried in the UNBC Central Stores inventory (photocopy paper, fax paper, printer paper, letterhead, envelopes and toner);
 - 2) in the UNBC Bookstore;
 - 3) office furniture and/or equipment that does not meet UNBC established standards; and
 - 4) services provided by the UNBC Fitness Centre.
- The cardholder must remain within the purchasing limits set by their department. These limits include a maximum amount that can be charged per transaction and per month. It is inappropriate for a cardholder to request that a vendor process two transactions when purchasing goods/services in order to remain within the per transaction limit.
- The cardholder must return the Procurement card to his/her Dean/Director/Chair/Manager upon request (e.g. transfer from the department/faculty, termination of employment). The Dean/Director/Chair/Manager will return the Procurement card to the Purchasing, Contract & Risk Management Department so that arrangements can be made with the Dean/Director/Chair/Manager to secure payment of the outstanding balance and to immediately process the cancellation.
- The Dean/Director/Chair/Manager may request that the cardholder's monthly statement be forwarded to them for their review and approval.
- The cardholder is responsible for the return of the Procurement card upon leaving the University's employ.