

PROCUREMENT CARD PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Finance
Parent Policy:	Procurement Policy
Approval Date:	June 19, 2015
Effective Date:	May 1, 2015
Procedure Owner:	Vice President, College Services and Chief Financial Officer
Procedure Administrator:	Director, Integrated Planning and Financial Services

Overview:

Procurement Cards are made available as a means to provide an efficient method of acquiring and paying for low value purchases and for hosting, professional development and travel related expenses.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 7](#), which delegates responsibility for the college's financial planning and activities to the President and CEO and [Policy No.5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

A NorQuest College (College) procurement card may be used for purchases subject to conditions in the Travel and Related Expense Procedure, Hosting Procedure, and Professional Development Procedure.

Improper use of procurement cards may result in cancellation of your card, and disciplinary action that may include dismissal from the College.

General Conditions

- A Senior College Official must approve all requests for procurement cards.
- Cards will only be issued to permanent and term employees of the College. This excludes casual employees and contract employees.
- Limits will be set dependent on level of responsibility as reflected through the employee's responsibilities. Card limits include taxes and applicable currency exchange. Limits will not exceed those outlined in the Signing Authority Policy.
- Only the cardholder whose name appears on the card is authorized to use it, unless a designate has been pre-approved.
- A designate may be authorized to use the cardholders' procurement card for business expenses, with Senior College Official approval.
- All procurement card purchases must be approved by the appropriate signing authority, at "one level up" in the organization with authority to expend funds against accounts being charged.
- Personal expenses are not to be charged to the Procurement card.
- Purchases will not be split into smaller units to circumvent card limits.
- Itemized receipts must be submitted. Where a receipt is not available, the employee must prepare and submit the [No Receipt Declaration Form](#).

- All procurement card statements must be reconciled, approved (both through PeopleSoft Finance and hard copy) and submitted to the Procurement Unit by the required deadline. If your statement is not received by the deadline, your card may be temporarily suspended.
- Cardholders must maintain proper security and control over their card at all times. If the card is lost or stolen, the cardholder must immediately report the loss to card provider (bank), and the Card Administrator in the Procurement Unit.
- Cards used for purchase of goods are restricted to amounts under \$1,000 per item.
- Cards may not be used to purchase goods and services where the Goods and Services Procurement Procedure identifies that a specific college department is to be contacted prior to ordering or incurring an expense which includes:
 - Educational and Information Technologies:
 - Computer hardware, software, printing, mobility, telephone, and other devices including office and classroom equipment.
 - Facilities Management:
 - Furniture (including repair and replacement, modifications, renovations or additions to facility space, space and facility leases, tenant improvements and rentals.
 - Repair and maintenance of grounds and parking lots.
 - Repair, maintenance, and replacement of building systems and electrical mechanical equipment.
 - Safety, security and emergency preparedness.
 - Brand and Market Development:
 - marketing and advertising goods and services, and
 - Library Services:
 - Resource materials, audio visual materials, including digital formats (e.g. e-books, streaming video), and all related agreements established for the usage of and licensing for digital materials.

Statement reconciliation

- Upon email notification that the statement has been uploaded into PeopleSoft, cardholders will ensure that all expenses charged using PeopleSoft are itemized by date.
- Cardholders typically have 5 working days from the time of notification to reconcile and submit their statements to the Procurement Unit. During certain times of the year (e.g. year-end) cardholders will have a shorter timeframe to reconcile and submit. The Procurement Unit will provide advance notice when this is required.
- Cardholders may delegate the reconciliation of their cards which is done through the submission of a PeopleSoft access form.
- Expenses are to be described by subject, supported by itemized receipts and originals should be provided.
- Please refer to the [training manuals](#) and [videos](#) available on the Q for instructions on using PeopleSoft Expense.

Request/Approval Actions

- Requests for a procurement card are made by way of the Procurement Card Agreement form which outlines obligations and responsibilities. The form is available by contacting the Procurement Unit.
- Limits are to be discussed with the Procurement Unit and listed on

	<p>the form.</p> <ul style="list-style-type: none"> • Dean or Director sign off is required prior to submitting to a Senior College Official for approval. • Once the Agreement form is approved, the Procurement Unit proceeds with the request for the card. <p>If the cardholder is requesting a designate be added, a separate Procurement Card Agreement form for the designate is to be filled out for approval. Approval must be received before the designate may use the cardholders' procurement card.</p>
Definitions:	<p>Itemized receipt: A receipt provided by the vendor or supplier which itemizes the goods or services purchased, indicates the date, name of facility, a description of all items, amount of taxes charged and a total.</p> <p>Senior College Officials: includes members of the NorQuest College Board of Governors, President and CEO, and Vice Presidents.</p>
Related Information:	<ul style="list-style-type: none"> • Disclosure of Travel and Expenses Policy • Hosting Procedure • Procurement Policy • Professional Development Procedure (to be developed) • Signing Authority Policy • Travel and Related Expenses Procedure
Related Documentation:	<ul style="list-style-type: none"> • No Receipt Declaration Form • Procurement Card Agreement Form (available through Procurement Unit) <p>PeopleSoft Expense:</p> <ul style="list-style-type: none"> • Training manuals • Videos
Next Review Date:	May 2019
Revision History:	<p>June 2013: New (replaces Standard Practice 6.03 – Procurement Card Use)</p> <p>August 2013: update for document links and branding</p> <p>October 2013: updated receipt requirements</p> <p>November 2014: update for document links</p> <p>June 2015: reviewed as per the Policy and Procedure Framework.</p>