

# UFV Purchase Card Program Handbook



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## Introduction

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The UFV Scotiabank Visa Card (PCard) Program is based on the world's most widely accepted credit card, Visa. It has been implemented to enable departments to make low dollar (up to \$5,000) purchases and payments according to university purchasing policies and procedures. This program will significantly reduce the need for personal fund expenditures, petty cash, or reimbursements.

The PCard Program is intended to work in conjunction with existing UFV policies and procedures and preferred supplier agreements or contracts. The PCard will have restrictions on specific types of purchases, merchant types and dollar limits to comply with public sector procurement requirements and to provide expenditure controls.

Benefits include:

- Convenient and cost effective method of making purchases up to \$5,000







## Purchase Card Contacts

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For all inquiries, please contact the Purchase Card Services Team at [pcard@ufv.ca](mailto:pcard@ufv.ca).

The Scotiabank Call Centre can also be contacted 24/7 for telephone support. When contacting the Call Centre, they will verify your coTeam  & Team  2



## Program Violations

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The UFV PCard is entrusted to individuals in accordance with the procedures outlined in this Handbook and the PCard Agreement. Individuals are required to immediately bring to the attention of the Purchase Card Services team any misuse or unauthorized use of the PCard.

Failure to adhere to university policies and this Handbook may result in appropriate consequences, including but not limited to the cancellation of the UFV PCard, termination of PCard user privileges, reimbursement to the university of any unauthorized purchases, and may also result in disciplinary action. The Director of Financial Services or the Director of Supply Chain reserves the right to remove all cards at an individual or departmental level for non compliance.

Policy violations include, but are not limited to:

- PCard used to purchase restricted items (page 6), including personal purchases made in error
- Not reporting a lost or stolen card
- Late submission of the reconciled and approved PCard statement to Financial Services, including CentreSuite approvals
- Missing backup documentation (i.e. receipts)
- Splitting transactions in order to stay within authorized limits
- Missing the appropriate signatures

The following steps may be taken if violations are found:

- 1<sup>st</sup> step Warning
- 2<sup>nd</sup> step 6 month card suspension
- 3<sup>rd</sup> step Card cancellation

In the event the Cardholder disagrees with the decision to suspend or cancel their card, an appeal may be filed with the PCard Services Team.

Continuous monitoring of all PCard transactions will apply to all Cardholders. Please ensure all original documents are submitted as required.



## Scotiabank Visa Card Restricted Items

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Prior approval from the noted authority must be obtained prior to the following types of transactions. In the case of a discrepancy between this and the Business and Travel Expense procedures, the Business and Travel Expense procedures will prevail.

Alcoholic beverages – approval from a Vice President or higher.

\*Approval memo must be included along with supporting documentation when submitting the PCard expense report.

UFV Scotiabank Visa cards must **NOT** be used for the following transaction types. In the case of a discrepancy between this and the Business and Travel Expense procedures, the Business and Travel Expense procedures will prevail.

### General

Personal or private use

Splitting transactions to circumvent limits

Cash advances, ATM transactions, and the purchasing of bank drafts, money orders, or cryptocurrency

On c8/ET11Tf1.1858g03>Tjm29.4654.36cm00m552.840ISQ21.96773.7685.4427.42reW\*n0792.03612792reWnq8





Loss or damage to personal possessions. Compensation may be available from other sources such as airlines, insurance, etc.

Passport application or renewal fees

### **Utilities and Capital**

Building or equipment maintenance EXCEPT for minor maintenance with prior approval of Facilities Management

Purchases that are part of a capital project (such as construction or renovations) including capital costs and related soft costs

Consulting fees and contracted services of independent contractors

Property taxes, gas or electricity bills

Permits

Discretionary carbon offset fees

### **Technology**

Computers

Monitors

Laptops

iPads

Smartphones

Software and related licenses, subscriptions, and recurring fees

To procure the above items, contact ITS. The university has a number of existing licensing arrangements that may meet your needs.

Printers – Contact Print Services to procure this item

Cable modem, DSL, or other internet connection charges and/or services

### **Terms and Conditions**

If a supplier is requesting an agreement be signed with Terms and Conditions, please contact Procurement before proceeding with the transaction.



## How to Obtain a Card

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### *Eligibility*

To be a Cardholder, you must be a permanent university employee (full time or part time) authorized by a Vice President, Associate Vice President, Dean, or Director of your department. Signing the application indicates that the applicant has read







*Declined Transactions*

Some merchants have been prohibited



4. A new card will be issued
5. Details of the dispute(s) are to be noted on the *Declaration of Disputed Charges form*
6. Cardholder signs and forwards a copy to the Purchase Card Services Team

Note: In the event a card is compromised, Scotiabank will cancel the card immediately upon notification and issue a new card. Cardholders should ask the Customer Service agent to send their new card by courier at no charge. Cardholders should be aware that they will be without a card until the replacement arrives.

#### *Lost or Stolen Card*

Cards must be stored in a safe place. In the event a card is lost, stolen, or compromised, the Cardholder must first report to the Scotiabank Help Desk and then inform the Purchase Card Services Team. Contact numbers are below:

In Canada or USA: 1 888 823 9657  
All other locations: 1 416 750 6138

#### *Renewal Cards*

The expiry date for each card falls on the last day of the month identified on the card. Renewal cards are issued automatically, and arrive shortly before expiration. Cardholders are contacted when the card is available for pick up.





### *Absentee Cardholders*

If a Cardholder is away from the university for an extended period of time while carrying on their regular work activities and there are monthly charges to their PCard, reporting to Financial Services is still required. If it is not possible to sign the PCard expense reports in person and provide original receipts at the time the expense report is due to Financial Services, the Cardholder must work with their Reviewer or Cardholder Approver to provide the necessary approvals and documentation ~~in~~ <sup>time</sup>.



