

PARKLAND COLLEGE	CATEGORY A	BUSINESS ADMINISTRATION
CORPORATE CREDIT CARD POLICY & PROCEDURES -	POLICY #: OPR A-04	APPROVED: SEPTEMBER 27, 2011 REVIEWED: JUNE 25, 2018

PURPOSE

This policy and procedures provide the guidelines for the use of a Parkland College purchasing card.

GOALS

The Purchase Card (P-card) program provides an efficient, cost effective method of purchasing and paying for transactions. The program is designed to reduce numerous processes including petty cash, low dollar cheques and small-dollar purchase orders.

The P-Card is similar to a standard charge card, except payment is made by the College.

- The P-Card allows you to purchase goods and services directly from vendors when each transaction does not exceed \$2,000.
- Each card is the property of the College and is to be used **ONLY** for purchases related to the College as defined in this document.

1. Request for a purchase card:

An employee must submit an email request for a purchase card to the area director or vice-president for approval. The card administrator and the Director, Finance will review the request in conjunction for approval. If approved, the Director, Finance will issue a purchase card.

If the request is not approved, the employee will be notified by the Director or Vice-President.

2. Purchase card management:

The purchase card program has two areas of responsibility:

- i. The Approver
- ii. The Cardholder

3. Card Approver responsibilities:

The card approver is responsible for approving all charges for a cardholder. The card approver is also responsible for verifying that all charges against a purchase card are backed up by supporting documentation (invoices and receipts). A cardholder cannot be his/her own card approver. A card approver may oversee more than one cardholder account.

4. Cardholder responsibilities:

Each purchase card is the responsibility of the cardholder. The cardholder must safeguard the card against unauthorized use. It is the responsibility of each cardholder to be aware of the responsibilities and expectations associated with the purchase card use. Furthermore, it

PARKLAND COLLEGE	CATEGORY A	BUSINESS ADMINISTRATION
CORPORATE CREDIT CARD POLICY & PROCEDURES -	POLICY #: OPR A-04	APPROVED: SEPTEMBER 27, 2011 REVIEWED: JUNE 25, 2018

is the responsibility of each cardholder to exercise due care and judgment when using purchase cards. The purchase card privilege will be revoked if a cardholder does not comply with this policy and purchase card procedures.

- Receipts:
All purchase card transactions must be supported and substantiated by receipts. In the absence of a receipt, the cardholder will reimburse the College for the expense amount.
- Joint use:
Joint use of a purchase card is strictly prohibited. A purchase cardholder must not share his or her card with another staff. The purchase cardholder must not share his or her purchase card PIN. The card must not be photocopied, scanned or photographed for joint use.

5. Purchase Budgets:

The purchase card is a convenient and cost effective method of purchasing. The purchase card activity must be managed within the overall program/area budgets. **The College will not maintain any central fund to cover spending beyond applicable program/area budgets.**

6. Purchase card spending limits:

Purchase card spending limits will be established by the Director of Finance in consultation with the Vice-President responsible for the program or area.

7. Use of purchase cards:

Each purchase card transaction must not exceed \$2,000. A purchase order must be completed for transactions exceeding \$2,000.

The cardholders are authorized to purchase items and merchandise which are required as a function of their duties at the College with **the exceptions on the restricted items list** documented in 9. All purchases must be approved by the Card Approvers and substantiated with receipts and invoices.

8. Restrictions:

A purchase card cannot be used for the following items:

- Personal expenditures of any nature.
- Cash advances
- Fuel purchases
- Consulting services
- Computer games and online gaming

PARKLAND COLLEGE	CATEGORY A	BUSINESS ADMINISTRATION
CORPORATE CREDIT CARD POLICY & PROCEDURES -	POLICY #: OPR A-04	APPROVED: SEPTEMBER 27, 2011 REVIEWED: JUNE 25, 2018

- Online video streaming services e.g. Netflix
- Auction purchases and services
- Student tuitions, scholarships or stipends
- Telephone equipment and installations
 - Exception: Manager IT
- Computer software and hardware (any kind)
 - Exception: Manager IT
- Alcoholic beverages
- Gifts/prizes/greeting cards
 - Exception: Marketing & Executive Assistant
- Bus charters
- Carpet
- Contributions
- Firearms
- Flowers
 - Exception: Marketing & Executive Assistant
- Framing
- Furniture (any kind)
- Moving/relocation services
- Automobile maintenance and parts
- Hazardous materials
- Limousine service
- Music/PDA downloads
- Political contributions
- Prescription drugs
- Renovation/construction services
- Items on College contracts such as rent and lease payments
- Utility services such as electricity, water, natural gas etc.

9. **Cardholder verification and reconciliation of transactions:** Cardholders are accountable for all transactions made with their purchasing card. Since the card is issued in the cardholder's name, it is understood and accepted that the cardholder made all the purchases.

A complete review and reconciliation of the charges must be done by the cardholder. The review and reconciliation can be completed:

1. Once a month after receiving cycle close email notification from Finance. The cardholders have 10 business days from cycle close date to reconcile their monthly activity.

PARKLAND COLLEGE	CATEGORY A	BUSINESS ADMINISTRATION
CORPORATE CREDIT CARD POLICY & PROCEDURES -	POLICY #: OPR A-04	APPROVED: SEPTEMBER 27, 2011 REVIEWED: JUNE 25, 2018

- a. If the cycle close date is during a cardholder’s holiday or time away from the office, it is the responsibility of the cardholder to reconcile any card activity prior to leaving for holidays and/or any other time away from office.

2. On-going – Transactions are posted in 2-3 business days.

Cardholders must reconcile their activity online by accessing the online USBANK web portal.

<https://access.usbank.com/cpsApp1/index.jsp>

The reconciliation process entails the following:

1. Each transaction is allocated to a default holding account.
2. A cardholder must reallocate the transaction to a Parkland College account online. The account structure follows the existing GL structure i.e. Account-Type-Area-Program-Fund.
3. After a cardholder has reallocated all the transactions, the cardholder must print the reconciled cardholder activity statement, sign and date, and give the statement to the Card Approver along with receipts and invoices for approval and signatures.
4. The Card Approver must forward approved statements with receipts and invoices to Finance.

I have read and understand the Parkland College Corporate Credit Card procedures for Cardholders.

Name (Please PRINT)

Signature

Date

Director, Finance

Date