

**C3001 - PROCUREMENT**  
**COMMERCIAL CARD PROCEDURES**

**Introduction**

The Commercial Card or credit card or P-card are Scotiabank credit cards assigned to a member of the College and are designed to provide a solution for low-value (\$5,000 inclusive of taxes and under), *one-time* transactions. The intent of the P-card program is not meant to circumvent any College policies or forego proper procurement procedures.

If you have any questions after reviewing the below information, please email Procurement at [purchasing@langara.ca](mailto:purchasing@langara.ca).

**1. P-card Requests**

- a. To apply for a P-card, please complete the “Request for Card/Card Detail Change: Commercial Card(P-card) Program” application form and email back to [purchasing@langara.ca](mailto:purchasing@langara.ca).
  - i. Note that any term employees who have been working for the College for less than 6 months may not have a P-card unless there has been prior discussion with Procurement.
- b. Processing time for new cards is approximately 7-10 business days but may vary dependent on the volume, capacity, and other external factors when the application is submitted.
- c. All Cardholders must review, sign, and return the “Langara Commercial Card: Acknowledgement of Terms of Use” to [purchasing@langara.ca](mailto:purchasing@langara.ca) before picking up their P-card.
- d. Procurement will notify cardholders via email when their credit card has arrived, and a time secured to come pick up the card.
- e. All cards should be picked up within 20 days of notice.
- f. All Cardholders must provide their Langara identification upon pick-up.

**2. Cardholder Responsibilities**

- a. Once assigned a P-card, the Cardholder is ultimately responsible for all transactions including the safekeeping of the P-card.
  - i. While the Cardholder is responsible for the transactions and safekeeping of the P-card, the CCM must ensure that all cardholders within their respective cost center is following all established procedures.
  - ii. CCMs that do not ensure their Cardholders follow the procedures indicated in this document may be subject to one or more of the following including, but not limited to, expense report audits, limitations to their P-card spend, and cancellation and removal of the P-card(s) in their cost centre.
  - iii. The amount of the P-card shall not exceed \$5,000 per transaction as per C3001 Procurement policy.
    - i. Any exceptions to this must be made in writing to the Director, Financial Services or delegate and approved prior to the P-card application or amount update.
- b. P-cards are non-transferable and should be suspended during a Cardholder’s (extended) work absence.

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- i. Any absences over six weeks will result in the Cardholder's card being suspended from use unless pre-approved by the Director, Financial Services or delegate.
- c. The Cardholder remains fully accountable for all P-card transactions until the account is suspended.
  - i. It is the responsibility of the Cardholder to facilitate any existing pending transactions on their P-card before their departure.
  - ii. Part of their responsibility is to ensure that all transactions accrued for the month are entered into a Workday expense report before the 16<sup>th</sup> of every month and approved by the CCM. Failure to do so may result in the rights and privileges of the P-card being revoked.
- d. All personal charges **are not** allowed. The College will hold the Cardholder fully responsible for all unauthorized or personal purchases including those indicated below in section 4.  
Restrictions.
- e. CCMs and/or the Cardholder are responsible for notifying Procurement via email of any changes including, but not limited to, department, supervisor, account codes, absences, or terminations.
- f. All cancelled or expired P-cards are to be disposed of in one of the following methods:
  - i. Notification of card cancellation sent to [purchasing@langara.ca](mailto:purchasing@langara.ca) indicating the reason for the cancellation.
  - ii. Destroyed and proof sent to [purchasing@langara.ca](mailto:purchasing@langara.ca); or
  - iii. The physical P-card must be returned to Procurement Services in-person.
- g. If a P-card is compromised in any manner, the Cardholder should immediately report this to Scotiabank's lost and stolen card line at 1-888-823-9657 and Procurement Services at [purchasing@langara.ca](mailto:purchasing@langara.ca). *Prompt action* is required as the College is only responsible for purchases made up to the time the bank is notified.
- h. Failure to comply with these procedures will result in cancellation of the P-card and may result in disciplinary and other measures taken against the Cardholder. The College will hold the Cardholder fully responsible for all unauthorized purchases and any other fees associated with those purchase(s).

### 3. Distribution and Dollar Limits

- a. Employees of the College may apply for a P-card by submitting an application to their CCM.
- b. CCMs will recommend which of their employees should be provided with a P-card based on their role and responsibilities.
- c. The Director, Financial Services or delegate will review all applications and has the authority to issue P-cards and to approve any exceptions to the transaction limits requested by the CCM.
- d. The Director, Financial Services or delegate may at their sole discretion and at any time revoke a P-card and the associated privileges thereunder.
- e. It is the responsibility of the Cardholder to track and keep themselves informed of their limit and how much is left to spend on a monthly basis.
  - i. Should a temporary increase be required, the request should be sent to [purchasing@langara.ca](mailto:purchasing@langara.ca) as soon as possible. Prior approval from their CCM should also accompany this request.
  - ii. Should a permanent increase be required, the "Request for Card/Card Detail Change: Commercial Card(P-card) Program" application form must be filled out and approved by the CCM and submitted to [purchasing@langara.ca](mailto:purchasing@langara.ca).

#### 4. Restrictions

The following usage and expenditures are prohibited. Any such usage or expenditure will result in the immediate revocation of the P-card.

- a. Splitting of transactions by obtaining multiple receipts or invoices for a single order as a means to circumvent transaction limits.
- b. Sharing of personally assigned P-cards or Personal Identification Numbers associated with the P-card.
- c. Transactions requiring approval of a [Technical Authority](#). (e.g. furniture, computer equipment or parts, software, or advertising).
- d. Cash advances.
- e. Personal purchases.
- f. Alcoholic beverages.
- g. Gambling.
- h. Illegal activities.
- i. Hiring or payment of temporary staff.
- j. Rental or leasing of vehicles for personal use.
- k. Cell phone airtime charges.
- l. Any fines including, but not limited to, parking and traffic.
- m. Gifts to internal employees
- n. Anything that may have possible taxable benefit connotations, including honorariums. If any questions, please direct inquires to [purchasing@langara.ca](mailto:purchasing@langara.ca).

#### 5. Receipts and Reconciliation

- a. P-Cardholders will obtain and upload an electronic copy of the itemized receipts with their monthly statement (by the 16<sup>th</sup> of each month) for all transactions.
  - i. Itemized receipts are defined as a description of the items/goods being purchased, the date it was purchased, the amount, the taxes, and the supplier/vendor.
  - ii. *Should* an itemized receipt not be available (i.e., lost) Cardholders can either find a copy of the "Scotia Commercial Card Lost Receipt" in the Procurement Services intranet site or request a copy from [purchasing@langara.ca](mailto:purchasing@langara.ca) and submit this with their Expense Report to account for the lost receipt(s).
- b. Statements must be submitted into Workday (by the 16<sup>th</sup> of each month) as an expense report that is approved by the appropriate Cost Centre Manager (the "Approver") no later than the 24<sup>th</sup> of each month.
  - i. This is the responsibility of the P-Cardholder and their respective Cost Centre Manager.
  - ii. *All* expenses must be accounted for in Workday via an expense report.
  - iii. Procurement reserves the right to assign any delinquent expenses to the P-Cardholder's Approver.
- c. The original copy of the receipt may only be destroyed after the Approver approves the relevant monthly statement.

#### 6. General Procedures for Purchases

- a. The intent of the P-card is to facilitate purchases of no more than \$5,000 total purchase price, inclusive of all taxes, and not be any of the items listed in 4. Restrictions.
  - i. Any exceptions to this limit must be discussed and approved by the Director, Financial Services or delegate before the purchase occurs.
- b. Orders may be placed only on secured internet sites, by phone, or in person.
  - i. Do not send any P-card information over email.

- c. For electronic purchases, print the order details/confirmation prior to submission.
  - i. An electronic confirmation of the order should always be obtained.
- d. Any brokerage and customs charges will automatically be charged to the Cardholder's default cost centre.
  - i. If a customs broker needs to be identified, please use ***Thompson Ahern International*** and indicate that you are from Langara College.
- e. It is the Cardholder's responsibility to ensure receipt of goods or services, to follow up with vendors, and to resolve any delivery problems, discrepancies, and/or damaged goods claims.
  - i. If goods are to be returned, the Cardholder is responsible for the coordination with the vendor and securing the appropriate credit return on their P-card.
  - ii. At the time of return, please request that the vendor issue a Visa credit transaction slip to verify that credit was given. This transaction record should be attached as part of the Cardholder's monthly expense report.
- f. The Cardholder is responsible for resolving vendor discrepancies and disputes. Every effort must be made to resolve the issue within 30 days of advising the vendor.
  - i. If the dispute cannot be resolved, the Cardholder must contact Scotiabank to initiate a dispute claim. Scotiabank will not apply a credit until the dispute process is complete.
  - ii. The Cardholder **must** complete their monthly expense report and indicate this transaction as being disputed. Once a credit is applied, reconcile the transaction to the same cost centre as the initial transaction.
- g. Usage of the P-card associated with College travel:
  - i. Please refer to C3002 Procedures for Business, Travel and Hospitality Expenses Policy and C3002 Business, Travel and Hospitality – List of Non-Eligible Expenses for additional information regarding allowable expenses and the amounts.
  - ii. Prior to your departure date, notify Scotiabank, by calling the number on the back of your card, of the dates you will be away. This will avoid the P-card from getting denied due to usage outside of British Columbia.
- h. Fiscal Year-End Procedures:
  - i. Prior to fiscal year-end, all Cardholders must clear any outstanding expenses by submitting an expense report(s). There should be no outstanding expenses past the year-end cut-off date communicated.
  - ii. Should there be any transactions without an expense report, the Cardholder's CCM will be notified and those transactions and costs automatically transferred to the CCM and their department budget for that fiscal year.
  - iii. Any questions or queries should be directed to Procurement Services at [purchasing@langara.ca](mailto:purchasing@langara.ca). As it will be year-end, please expect a response within three weeks.

## 7. Fraudulent Charges

- a. Should a Cardholder discover that their P-card has been compromised, it is their responsibility to notify Scotiabank and the College immediately.
- b. Any incurred expenses should still be looked after by the Cardholder, including submission of an Expense Report.
  - i. Include any communication saved from Scotiabank and the Cardholder pertaining to the fraudulent charge and what actions are being taken.
  - ii. When the charge(s) has been reimbursed by Scotiabank, please send a notice to [purchasing@langara.ca](mailto:purchasing@langara.ca) outlining that this has been resolved and Procurement will assist with the reimbursement to your cost centre.

## 8. Personal Charges

- a. Should a Cardholder use the College's P-card for a personal expense by accident, it is still the responsibility of the Cardholder to account for the usage.
  - a. The expense(s) will need to be properly accounted for in the ensuing Expense Report.
    - i. Reimbursement to the College can be done at the Student Accounts office in T-Building during normal operating hours (9:00am-4:00pm Monday to Friday)
    - ii. Payments can be made either by personal credit card or cash.
- b. Should a Cardholder submit an Expense Report and click "Reimbursement" by accident, it is still the responsibility of the Cardholder to account for the usage.
  - a. When an expense has been paid to the personal account of a Cardholder, they will need to reimburse the College by visiting Student Accounts and making a reimbursement.