

# Procurement Card Procedure

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

<b>Functional category</b>	Finance
<b>Parent policy</b>	Procurement Policy
<b>Approval date</b>	March 20, 2024
<b>Effective date</b>	March 20, 2024
<b>Procedure owner</b>	Vice President, Administration and Chief Financial Officer
<b>Procedure administrator</b>	Director, Financial Services and Controller

## Overview

Procurement Cards are made available as a means to provide an efficient and cost-effective method of acquiring and paying for low value purchases and for 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 operational 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.

## Procedure

A NorQuest College (college) procurement card may be used for purchases subject to conditions stated in the related procedures.

### **General Conditions**

- Procurement cards will only be issued to permanent and term employees of the college.
- 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 by the cardholder to use the cardholders' procurement card for business expenses, with accountability for all charges remaining with the cardholder.
- All procurement card purchases must be approved by the appropriate signing authority as described in the college's [Signing Authority Policy](#).
- Personal expenses are not to be charged to the procurement card.
- Purchases are not to be split into smaller units to circumvent card or related procedure limits.
- Expenses incurred for meals during business travel are subject to the conditions stated in the [Travel and Related Expenses Procedure](#) and the [Travel and Related Expenses for Executive / Deans / Directors Procedure](#)
- All procurement card statements must be reconciled, approved, and submitted to Accounts Payable by the required deadline.
- Cardholders are to maintain proper security and control over their card at all times. If the card is lost or stolen, the cardholder is to immediately report the loss to the card provider (bank) and Supply Chain Management.
- Cards used for purchases of goods are restricted to amounts under \$5,000 per item.
- Prior to making purchases of devices that can connect to the college's network for regular use at a college location, Business Technology Services is to be consulted to ensure consistency with college standards.
- Furnishings are not to be purchased with the procurement card. Requests for furniture shall be subject to the Furniture Management Procedure.
- Improper use of procurement cards may result in cancellation of procurement card privileges and disciplinary action that may include dismissal from the college.

### **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 have five working days from the time of notification to reconcile and submit their statements to Accounts Payable.
- 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 and supported by itemized receipts.

- Itemized receipts are to be submitted with the reconciliation. Where a receipt is not available, the employee is to prepare and submit a [No Receipt Declaration Form](#).
- Please refer to the [PeopleSoft Training Resources](#) 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 Application Form. The form is available by contacting Supply Chain Management at [supplychain@norquest.ca](mailto:supplychain@norquest.ca)
- Spend limits are to be discussed with Supply Chain Management and listed on the form prior to submitting for approval. Where spend limits are not designated, Single Transaction Limits will be set at \$2,500 and Monthly Credit Limits at \$5,000.
- Dean or Director signature is required on the form prior to submitting it to a Senior College Official for approval.
- In alignment with the Signing Authority Policy, a Senior College Official must approve requests for procurement cards.
- Once the Application form is approved, Supply Chain Management will proceed with the request for the card.

### **Non-Compliance**

Procurement card privileges may be suspended or cancelled at any time based on observed non-compliance with college policies on an individual or a departmental basis.

## **Definitions**

**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.

**Senior College Officials:** includes members of the NorQuest College Board of Governors, President and CEO, and Vice Presidents.

## **Related information**

### **NorQuest College**

- [Disclosure of Travel and Expenses Policy](#)
- [Goods and Services Procurement Procedure](#)
- [Hosting Procedure](#)
- [Learning and Development Procedure](#)

- [No Receipt Declaration Form](#)
- [PeopleSoft Training Resources](#)
- [Procurement Card Application Form \(available from Procurement and Contract Management\)](#)
- [Procurement Policy](#)
- [Signing Authority Policy](#)
- [Travel and Business Expense Policy](#)
- [Travel and Related Expenses Procedure](#)
- [Travel and Related Expenses for Executive / Deans / Directors Procedure](#)

## External

N/A

## Next review date

March 2028

## Revision history

Date	Version Number	Action
June 2013	V1	New (replaces Standard Practice 6.03 – Procurement Card Use).
August 2013	V2	Update for document links and branding.
October 2013	V3	Updated receipt requirements.
November 2014	V4	Update for document links.
April 2015	V5	Updated to align with Signing Authority Procedure.
June 2019	V6	Updated related policies and procedures, clarified general conditions and approval actions, updated document links and updated application form name.
August 2019	V7 (published V6-C)	Compliance Office template & reorganization update.
March 2024	V8	Updated to reflect non-compliance measures, new titles, links and branding.