

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 27, 2019
Effective Date:	July 2, 2019
Procedure Owner:	Vice President, Corporate Services and Finance
Procedure Administrator:	Director, Business and Financial Services

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.

Procedures:

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

General Conditions

- 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 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.
- 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 card provider (bank), and Procurement and Contract Management.
- Cards used for purchases of goods are restricted to amounts under \$1,000 per item.
- Prior to making purchases of devices that can connect to the college's network or any furnishings for regular use at a college location; Technology & Creative Services or Facilities is to be consulted to ensure consistency with college standards.
- 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 (5) 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 Procurement and Contract Management at procurementandcontracts@norquest.ca.
- Cards will only be issued to permanent and term employees of the college.
- Spend limits are to be discussed with Procurement and Contract Management and listed on the form prior to submitting for approval. Where spend limits are not designated, Single Transaction Limits will be set at \$1000 and Monthly Credit Limits to \$2500.
- Dean or Director signature is required prior to submitting 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, Procurement and Contract Management will proceed with the request for the card.

If the cardholder is requesting a designate be added, a separate Procurement Card Application form for the designate is to be filled out for approval. Approval must be received before the designate may use the cardholders' procurement card.

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 NorQuest College Information:

- [Disclosure of Travel and Expenses Policy](#)
- [Goods and Services Procurement Procedure](#)
- [Hosting Procedure](#)
- [No Receipt Declaration Form](#)
- [PeopleSoft Training Resources](#)
- Procurement Card Application Form (available from Procurement and Contract Management)
- [Procurement Policy](#)
- [Professional Development Support Procedure](#)
- [Signing Authority Policy](#)
- [Travel and Business Expense Policy](#)

Related External Information:
Next Review Date:
Revision History:

- [Travel and Related Expenses Procedure](#)

N/A

May 2023

June 2013: new (replaces Standard Practice 6.03 – Procurement Card Use)

August 2013: update for document links and branding

October 2013: updated receipt requirements

November 2014: update for document links

April 2015: updated to align with Signing Authority Procedure

June 2019: updated related policies and procedures, clarified general conditions and approval actions, updated document links and updated application form name

August 2019: Compliance Office template & reorganization update