

## **PURCHASING CARD GUIDELINES**

### **1. Introduction**

This Purchasing Card Guideline covers the use and administration of the individual's Purchasing Card ("P-Card").

The program consists of a card issued in both your name and the Division's. It includes the use of the Cardholder Desktop software (cardholder software).

### **Purpose of the P-Card program**

To provide a simplified means for you to purchase and pay for goods and services.

### **Control of the Card**

Your card is the property of the issuing financial institution. Decisions regarding issuance, suspension or revocation will be made by the Secretary Treasurer. The card is only to be used for Division business. Unauthorized and/or inappropriate use of your card may result in the loss of your card and disciplinary action.

Do **NOT** use your card for personal purchases or as identification for cashing personal cheques.

Exercise reasonable care and security in the use of your card and card number.

### **Responsibility**

You are responsible for all purchases made with your card and you must produce receipts and/or proof of the transaction. The receipts or invoice must detail the items purchased, i.e.: a till slip or formal invoice.

Your immediate supervisor is responsible to sign your monthly Cardholder Statement acknowledging the review and approval of all your expenditures during the past billing cycle.

### **2. Getting a P-Card**

If you need a card, contact your school's or department's administration.

### **Authorizations**

Your supervisor reviews your card application and authorizes the need for a card. All card application requests must be approved by the Secretary Treasurer.

Fully completed and approved applications must be submitted electronically to p-card@gypsd.ca

## **Acknowledgements**

By signing the Card Acknowledgement Form on the last page of this booklet, you are acknowledging your understanding of the terms, conditions and regulations regarding the use of the card as defined in these guidelines, and accept responsibility for the card in your possession. The signed acknowledgement will be kept on file at the Education Services Office.

## **Receipt of Card**

You will receive your card within approximately seven to ten (7-10) working days, after the application has been received by the Bank's card centre.

## **Card Activation**

Sign the back of your card immediately, and keep it in a secure place. Photo ID may be required by Vendors.

When the card is received, it must be registered online at <https://access.usbank.com>

## **3. Types of Purchases**

Use your P-Card to purchase and pay for goods and services where the vendor accepts Visa.

### **Card Limits**

Each P-Card is assigned a monthly dollar limit that applies to all purchases. If your limit needs to be reviewed, contact your school's or department's administration. All p-card limit changes must be approved in writing by the Secretary Treasurer.

### **Restricted Purchases**

Certain merchant categories are blocked on the P-Card. Examples of some merchants that are prohibited by this action include:

- Wire transfer – money order
- Furriers and fur shops
- Antique shops
- Pawn shops
- Jewelry stores
- Antique reproductions
- Dating and escort services
- Massage parlors
- Betting/track/casino/lotto

P-Cards should not be used to purchase gift cards, unless approved by the Secretary Treasurer.

#### 4. P-Card Purchases

You can use your P-Card to make purchases in person or by phone, mail, fax or internet.

##### Supplier Instructions

Contact the supplier directly, and arrange for purchase and delivery to required location. Instruct the supplier to:

- send a receipt or packing slip directly to you and **NOT** to Accounts Payable
- enter their GST/PST registration number on the receipt
- identify the method of shipping the goods

##### Returning Goods

You are responsible for the return of goods, and for obtaining a credit against your card number. **The card in which the charge originated is the card to be credited.**

Do **NOT** accept a cash refund.

##### Transaction List

The Transaction List provides a record of activity and general ledger account distribution, and facilitates the reconciliation process.

##### Declined Transaction

If a transaction is declined, call the phone number on the back of the back of the P-Card.

#### 5. Taxes

Items purchased with your P-Card anywhere in Canada are normally to include applicable GST/HST or PST.

The GST/HST/PST amount shown on your statement is calculated by the software based on the total price and province of vendor. Verify that the GST/HST/PST that is calculated agrees to the GST/HST/PST on the receipt. If the GST/HST/PST does not agree manually change it on the Transaction List.

Tax codes are as follows:

- STANDARD (Default)
- B (Books Expense)

#### 6. Account Code & Cost Allocation

You can view your electronic P-Card statement on US Bank through GYPSD website staff quick links. Each purchase must be assigned a Division general ledger account code (or codes if more than 1 is applicable.)

## Account Code

The account code is composed of a:

- GL Account #
- Project Costing #

A default code was entered for each cardholder.

You may change any of the account codes assigned, or you may split a transaction to one or more accounts when you are logged in to your P-Card statement on the internet.

You may be limited to specific segments based on your location, department or program area.

## 7. Statement Reconciliation & Payment

The cycle cut-off date is the 26<sup>th</sup> of each month, unless the 26<sup>th</sup> falls on a weekend, then it is the Tuesday after the weekend. Shortly after, you will be able to review an electronic statement identifying all purchases made during the previous billing cycle. Notification of statement availability will be made by email from the Program Administrator. At this time the Program Administrator will indicate the due date for completion of the verification, reallocation and reconciliation process.

### Statement Reconciliation

As part of the statement reconciliation process, you are responsible to verify the completeness and accuracy of the statement as follows:

- verify all transactions listed on the statement are valid;
- update as necessary, any tax amounts and account codes;
- enter a description in the comments field;
- download and save a PDF copy of the Transaction List from US Bank;
- save supporting documentation & receipts for each transaction as a PDF document;
- combine transaction list, supporting documents and receipts into a single PDF file for approval;
- Electronically sign the Transaction List; forward to your supervisor for approval and signature through Adobe sign. All p-card submissions must be signed by supervisor before submission to [pcards@gypsd.ca](mailto:pcards@gypsd.ca);
- P-card submissions will only be accepted through electronic submission via Adobe sign;

## 8. Supervisory Approval

As part of the statement reconciliation process, your immediate supervisor is responsible to sign your monthly P-Card Transaction List acknowledging the review and approval of all your expenditures during the past billing cycle.

## Management Review

In addition to this step, a Cardholder Activity Summary Report may be sent to each manager identifying all the cardholders in their cost centre who have incurred expenditures during the past billing cycle.

The supervisory approval of expenditures is a primary control essential to the success of the Purchasing Card program.

## 9. Dispute Process

In the event that an item on the activity statement does not agree with your records receipts, contact the supplier immediately and try to resolve the difference.

If a credit is required, and the supplier agrees to credit your account, make note that the credit is still pending resolution.

If the supplier does **NOT** agree that an error has been made and no resolution is evident, contact Division Purchasing Card Administrator – **DO NOT CLICK ON THE DISPUTE BUTTON**

The amount of next invoice will be reduced by the amount of the disputed item until the question is resolved. Attach a copy of dispute form.

Disputed charges must be identified in writing to the bank within 60 days of the statement date. Disputes will then be resolved by the bank within 90 days.

## 10. Cardholder Transfers, Terminations & Cancellations Transfers

If you are transferred to another location please return your card directly to the issuing school's or department's administration. It is up to your new school to determine whether a card will be issued.

### Terminations & Cancellations

If you terminate, retire or wish to cancel your card, send your card to your current school's or department's administration.

**Your supervisor is responsible to collect your card, cut it in half, and send it to the Program Administrator.**

## 11. Leave of Absence

If you are taking a leave of absence, send your card to your immediate supervisor.

Your supervisor and Program Administrator will decide whether to cancel your card, de-activate it, or temporarily block it.

## 12. Lost or Stolen Cards

If your card is lost or has been stolen (or you suspect it is lost or stolen):

- Notify U.S. Bank Canada VISA Emergency Card Replacement immediately at 1-800- 588-8067.
- Notify your school's or department's administration immediately; in the event that you are unable to contact the administration, contact the Purchasing Card Administrator (listed on p.6)

### Liability

The corporation is **NOT** liable for any debt resulting from the loss or theft of your card after the time you contact the bank.

## 13. Key Contacts

*U.S. Bank Canada Visa Commercial Card Centre:*

### **Lost/Stolen Reporting**

1-800-588-8067

Emergency service is provided 24 hours per day, 365 days a year basis to:

1. Report lost or stolen card; and
2. Arrange emergency card replacement

### **Customer Service**

1-800-588-8065

Normal hours of service are 8:00 am – 8:00 pm E.S.T. for following:

- Resolving problems on any purchases (including dispute process)
- Answering questions about account balances

## GRANDE YELLOWHEAD PUBLIC SCHOOL DIVISION

### **Purchasing Card Administrator:**

[pcards@gypsd.ca](mailto:pcards@gypsd.ca)

E-mail: [pcards@gypsd.ca](mailto:pcards@gypsd.ca) OR "Pcards Mailbox"

Reference: Section 18, 20, 60, 61, 80, 96, 113, 116, 117, 121, 196 Education Act  
Freedom of Information and Protection of Privacy Act  
School Buildings and Tendering Regulation 383/88 Agreement  
on Internal Trade; Annex 502.4  
New West Partnership Trade Agreement Trade,  
Investment and Labour Mobility Agreement

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