Message from Renata Faverin, Director, Procurement Services
York University PCard Program
December 2010

The purpose of this bulletin is to inform the York community of the changes and enhancements that are being implemented to the University Purchasing Card Program. These include:

- New Application and PCard Participant Agreement form
- Enhancements to the PCard website
- New upgrade to the AccessDirect – US Bank website
- Mandatory training sessions for all PCard participants
- PCard Standard Operating Procedure (SOP)

New Application & PCard Participant Agreement Form

Procurement Services has developed a new Cardholder Profile (Application) and PCard Participant Agreement form which is available on our website at [http://www.yorku.ca/procurement/forms.html](http://www.yorku.ca/procurement/forms.html).

Every PCard issued on behalf of the University must have an Application and PCard Participant Agreement tied to it, therefore every new PCard applicant must complete and submit this form to Procurement Services for every PCard they hold. This 5 page form is in 2 parts.

**Part 1**  
**Cardholder Profile – Application**  
The profile is required to allow Procurement Services to set realistic transaction limits on the requested PCard and to give US Bank the required information to generate the PCard.

**Part 2**  
**York University Purchasing Card Participant Agreement**  
The agreement outlines the roles and responsibilities that all parties are obligated by when the PCard is issued. This agreement must be signed by the Cardholder, Transaction Approver and Coordinator (if applicable), before a card is generated. The agreements will be kept on file in Procurement Services.

Enhancements to the PCard Website

The Procurement Services website has been expanded to include the predefined roles and responsibilities of all participants of the PCard program. Participants of the program include:

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PCard Cardholder</strong></td>
<td>Designated employee who has purchasing duties for the unit, and/or purchases on behalf of a unit.</td>
</tr>
<tr>
<td><strong>PCard Transaction Approver</strong></td>
<td>The hierarchical supervisor of the Cardholder(s) and/or has financial oversight obligations. S/he agrees to perform monthly transaction statement reviews and sign off.</td>
</tr>
<tr>
<td><strong>Unit/Department PCard Coordinator</strong></td>
<td>This position may be required in larger units to manage the PCard program on behalf of a unit with multiple Cardholders. The Unit/Department PCard Coordinator cannot also be a PCard holder, but may be a PCard Transaction Approver.</td>
</tr>
</tbody>
</table>

To understand the responsibilities of each of these roles visit the [PCard Website](http://www.yorku.ca/procurement/forms.html).
New Upgrade to AccessDirect – US Bank Website

In conjunction with the revisions to the PCard Program, York is also implementing a technical upgrade to the US Bank Web-Based Access On-Line. Cardholders will notice minor changes with functionality, and the look and navigation will also change. The upgrade will be completed in January and end users will be instructed to navigate to a new website which will be announced at the mandatory training sessions.

Mandatory Training Sessions for ALL PCard Participants

It is mandatory that all existing PCard Cardholders, Coordinators and Transaction Approvers attend a training session. Training will consist of new PCard compliance requirements and instruction to end users on the new AccessDirect On-Line web-based module.

All existing PCard cardholders that have not completed the new York University Purchasing Card Participant Agreement are required to print the form from the web and complete prior to the training session for every PCard they hold. The agreements will be collected at the session. Cardholders who have already completed a Participant Agreement must attend the session to be trained on AccessDirect. Participants to the PCard Program who elect not to attend the training will have their PCard cancelled.

Procurement Services has scheduled a series of training sessions. The dates, times, and locations are noted below. Select a time most convenient for you.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday, January 11, 2011</td>
<td>9:00 – 11:00</td>
<td>Senate Chamber, York Campus</td>
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<tr>
<td>Thursday, January 13, 2011</td>
<td>9:00 – 11:00</td>
<td>Senate Chamber, York Campus</td>
</tr>
<tr>
<td>Monday, January 17, 2011</td>
<td>10:00 – 12:00</td>
<td>Senate Chamber, Glendon Campus</td>
</tr>
<tr>
<td>Thursday, January 20, 2011</td>
<td>9:00 – 11:00</td>
<td>Senate Chamber, York Campus</td>
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<tr>
<td>Tuesday, January 25, 2011</td>
<td>9:00 – 11:00</td>
<td>Senate Chamber, York Campus</td>
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<tr>
<td>Thursday, February 3, 2011</td>
<td>9:00 – 11:00</td>
<td>Senate Chamber, York Campus</td>
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PCard Standard Operating Procedure (SOP)

To assist the community and to ensure compliance, Procurement Services is currently developing an SOP specific to the York University Purchasing Card Program which will be available on the Procurement Services website by the end of January. When finalized it will be available at URL: http://www.yorku.ca/procure/sop.html

As a final note I, welcome your thoughts, feedback and continued support in our efforts to provide the York community with quality services and continuous process improvements.

Sincerely,
Renata Faverin