Section I – Application

1. The York University Purchasing Card is to be used for the purchase of minor acquisitions as defined by the University. The University Policy on Procurement of Goods and Services governs the PCard Program.

2. York University is committed to providing the University community with a convenient and efficient method of acquiring low value goods and services directly from suppliers (merchants). The York University Purchasing Card (PCard) allows for a simplified procurement process through reduced reliance on Purchase Orders, fewer invoices, expedited delivery and supplier payment, and a more effective way for the community to meet their low value procurement needs.

3. The PCard is intended for appropriate University purchases; any personal use is strictly prohibited. Inappropriate use of the PCard is treated very seriously as Cardholders are expected to act with strict prudence and professionalism with respect to its use. Misuse will result in the immediate and irrevocable forfeiture of the PCard and/or disciplinary action.
1. **York University faculty, staff and administration**

PCard Program participants: the Cardholder, PCard Administrator and Supervisor/Manager (Transaction Approver) are responsible for the following:

- Ensuring necessary training has been received;
- Using the PCard in accordance with all pertinent policies, procedures and guidelines;
- Securing the PCard in a safe location and taking the appropriate precautions to avoid unauthorized use of the card;
- Settling transaction disputes directly with supplier;
- Retaining original documentation for a period of 7 years that is easily retrievable for audit purposes;
- Reporting any inappropriate or fraudulent purchases or requests;
- Reporting lost or stolen cards;
- Obtaining “one-over-one” reviews and approvals;
- Reviewing and approving all transactions on a regular and timely basis.

**Cardholder**

Cardholders are responsible for appropriate PCard use and management including:

- Verifying each transaction for accuracy and validity;
- Attaching supporting documentation for each purchase (e.g. receipts, order forms) to the Cardholder Activity report, signing and submitting to the Supervisor/Manager for approval and signature;
- Returning the PCard to the Supervisor/Manager upon transfer, leave of absence, termination or retirement or at the request of the Bank, PCard Administrator/Supervisor/ Manager or PCard Program Manager.

**PCard Administrator**

PCard Administrators are responsible for appropriate PCard management including:

- Reviewing monthly Cardholder Activity reports for Supervisor/Manager approval and signature, or approving reports if authorized to do so by the Supervisor/Manager. Delegated authority must be filed in writing with the Director, Procurement Services;
- Monitoring PCard use on a regular basis, including status changes, spending limit increases, new card issues and card cancellations.
Supervisor/Manager (Transaction Approver)*

Supervisors/Managers are responsible for transaction approval including:

- Identifying and approving eligible employees who qualify for the PCard;
- Reviewing, approving and signing the monthly Cardholder Activity report for each Cardholder in a timely manner;
- Requesting any changes to the Cardholder profile and privileges;
- Filing in writing any delegation of authority for PCard Program responsibilities with the Director, Procurement Services;
- Notifying the PCard Program Manager of all Cardholder status changes such as a transfer, leave of absence, termination, retirement etc. and returning all invalid and/or cancelled PCards to the PCard Program Manager.

*The role of the PCard Administrator and the Supervisor/Manager may be assumed by the same person depending on the business process of the Department.

2. **Procurement Services**

The program is the responsibility of the Assistant Director, Procurement Services, including liaising with the Bank, following up on questionable charges, recommending program changes, performing audits and ensuring policy compliance.

Section III - PCard Principles

1. PCards are issued to permanent, full time/part time employees who purchase goods and services on behalf of the University as a regular part of their job function.

2. The PCard application and Cardholder Agreement must be completed by the employee and authorized by the Manager of the Department. The PCard is not transferable. Only the person, whose name appears on the card, is authorized to use the card.

3. All employees involved in the PCard program including Cardholders, Administrators, Supervisors and Managers are required to attend mandatory training offered by Procurement Services prior to new cards being issued or at any time significant program changes occur.

4. Cardholders may use their card to make purchases on behalf of the Department. Cardholders are responsible for the reconciliation process and record retention.
5. PCard supporting documentation and original receipts must be kept by the individual Department for 7 years for audit purposes. The Director, Procurement Services (or delegate) may conduct random reviews to monitor compliance.

6. Where Procurement Services has established contracts or preferred supplier relationships, Cardholders are required to make purchases from these suppliers using the PCard.

7. Transaction limits are set to $2500 per transaction with a maximum $10,000 monthly credit limit. The Director, Procurement Services may approve written limit change requests, including rationale, from the designated Department spending authority. Purchases that are over the transaction limit cannot be divided to bypass the transaction or monthly credit limits.

8. Lost or stolen cards must be immediately reported to the Bank, the PCard Manager and the Supervisor/Manager. The Bank is accessible by phone and internet 24 hours a day, 7 days a week.

9. PCards must be cancelled and returned to Procurement Services if an employee transfers to another department in the University, takes a temporary leave of absence or leaves the University permanently. PCards may be cancelled as required by the Bank, the Director, Procurement Services (or delegate) or the Supervisor/Manager.

Section IV – Acceptable and Unacceptable Purchases

Examples of acceptable purchases:
- Office supplies;
- Couriers and delivery services;
- Computer hardware, software, supplies and peripherals;
- Subscriptions, books and journals;
- Conference, seminar and registration fees;
- Professional membership and license fees (requires pre-approval from Supervisor/Manager prior to processing on PCard);
- Lab supplies and equipment;
- Printing and photocopying (excluding printing from York Printing Services);
- Advertising (e.g. ads for events, plays etc.).

Examples of unacceptable purchases:
- Personal purchases;
- Some internal campus purchases (e.g. York Printing Services, Facilities Services);
- Travel and hospitality (e.g. airfare, car rental, hotel, food and beverage, alcohol). The University provides a University Travel Card for these expenses;
- Special/consulting services including independent contractors, performers, speakers;
- Cash advances, ATM withdrawals;
- Controlled goods/substances including hazardous and radioactive materials, some chemicals.