

Name: Procure to Pay Services – Purchasing Card Program
Policy Number: 4-1021
Origin: Financial Services
Approved: 1 September 2007
Issuing Authority: Senior Director, Financial Services
Responsibility: Manager, Procure to Pay Services
Effective Date 12 January 2017
Revision Date(s): September 1, 2007, February 1, 2015, 12 January, 2017

PURPOSE

The purpose of the Saint Mary's University Purchasing Card (Pcard) Program is to offer an efficient and cost-effective method to purchase and pay for relatively low dollar value goods and services. The Pcard Program is not a travel card. The program is intended to simplify the procurement process, reduce paperwork, expedite supplier payment and enable employees. The Program is not intended to be a mechanism to bypass purchasing policies and procedures but rather to complement the existing processes available.

[HOW TO OBTAIN A CARD](#)

New employees should contact Procure to Pay Services to discuss the intended use of the Pcard. Where the application is consistent with the policy guidelines, the employee will be required to complete a [Purchasing Card Application Form](#) found on SMUport. The Form must be approved by the cardholder's supervisor as well as the department / faculty head. Once authorized, the application should be forwarded to Procure to Pay Services where it will be approved and processed within approxi-

Supervisors / managers must attend an orientation session with the Plan Coordinator prior to the release of the Pcard to ensure full understanding of their responsibilities associated with the program.

audio visual supplies
misc. laboratory supplies*
office & stationary supplies
professional association dues
computer / printer peripherals (not equipment) examples: ink cartridges, mouse, etc.
software (renewals only)
small miscellaneous appliances and maintenance supplies*
cell phone bills
water / cooler rentals

* Cardholders must obtain Facilities Management approval prior to the purchase of heaters, extension cords, and appliances, etc.

PROHIBITED USE –PCARDS CANNOT BE USED FOR THE FOLLOWING:

personal purchases
salaries, wages or consulting fees
goods or services from any officer or employee of the University
cash advances
travel, meal and entertainment expense (including airfare, hotels, vehicle rental, etc.)
hospitality expenses as defined by the [University's Hospitality Policy](#).
alcohol, narcotics
animals for research / hazardous chemicals
office furniture (contact facilities management)
computer hardware (e.g. desktops; laptops; printers;)
Apple products (e.g. iPads; mini pads)
computer software (except for renewals)
parking violations
long term leasing or rental of equipment (1 year or more)
gift cards

CARDHOLDER RESPONSIBILITIES

- The cardholder is responsible for appropriate custody, control and use of the card at all times. Sharing or delegating use of the card is prohibited.
- The cardholder is authorized to act on University business only. Personal purchases are strictly prohibited and a violation of the program.
- The cardholder is responsible to adhere to the policies and procedures of the Pcard Program
- The cardholder is responsible to ensure that sufficient funds are available to cover all purchases
- The cardholder is responsible to follow up with the vendor in the event of transaction discrepancies and / or return of goods ordered
- The cardholder is responsible to obtain a receipt at the point of purchase, verify it for accuracy and retain it for reconciliation
- The cardholder is responsible to complete the month end reconciliation within the timeframe required
 - The cardholder is responsible to ensure that statements and associated receipts are forwarded to the appropriate authority for approval and received by Procure

to Pay Services within the required timeframe. In the rare instance where a receipt is lost, cardholders must complete the [Lost Receipt Form](#).

- The cardholder must report lost or stolen cards to the service provider and Procure to Pay Services immediately and follow up on billing discrepancies, unauthorized or suspected fraudulent activity.

SUPERVISOR RESPONSIBILITIES

- The supervisor is responsible to authorize card applications with particular attention to transaction and spending limits
- The supervisor is responsible to review the policies and become familiar with procedures associated with the Pcard Program

Procure to Pay Services audit completed reconciliations for compliance to policy. Violation of the program can range from noncompliance to policies and procedures through to misuse and purchase of a prohibited item.

Violations include:

- Purchase of a prohibited item or service