

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	B300 – 1PR Purchase Card System (under policy B300 Supply of Goods and Services)	
CROSS REFERENCE	B300 – 10PR Payment B300 – 11PR Travel Expense B26 Hospitality and Alcohol C06 Counseling and Discipline	
NEW \ REVISED		
Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
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Many members of the Olds College community travel or make regular small dollar purchases in the normal course of performing their duties. The standard purchasing method for large transactions can be a burden for small regular purchases and travel-related expenses. The College recognizes this burden and has established a credit card program to provide employees with an efficient, cost effective method for purchasing these goods and services. The credit card program is intended for small dollar purchases typically up to \$2,500. Exceptions to this are allowable on a case by case basis and where it makes the most economic sense to use a purchase card for higher value transactions within the limits defined herein.

As a cardholder, the employee will have:

- a flexible and convenient way to pay for goods, services and travel-related expenses;
- reduced need to request purchase orders and cheque requests for small dollar transactions;
- reduced need to use personal funds and request reimbursement.

PROCEDURE

Card Application

The direct supervisor of the individual must complete a Purchase Card Application Form in KiSSFLOW.

How the credit card program works:

- Typically, cards are issued in the employee’s name but are paid each month by the College
 - Cards may be issued in department names on an exception basis contingent upon a strong business case
- The credit card program is intended for Olds College business. Card holders may not use their credit card for personal expenses. If a card holder accidentally uses their College credit card for personal expenses, they should contact Accounting Operations Supervisor on how to reimburse the College for the expense. Documentation of reimbursement should be retained with the credit card statement.

- A credit card is issued in the card holder's name and is the responsibility of the card holder. In general, cards should not be shared with others. A normal exception to this would be an assistant making travel arrangements for the card holder. However, card holders may make purchases for other college employees using their College credit card. The cardholder must retain the receipt(s) for the purchase and include it with their monthly statement for approval.
- It is the responsibility of the card holder to become familiar with applicable Olds College purchasing procedures as well as purchase card reconciliation procedures prior to using the card
 - All charges on a purchase card are deemed to have been incurred by the cardholder unless the card had been reported stolen or lost.
 - It is the card holder's responsibility to report a lost or stolen card to Business Services.
- Cards are issued with a \$5000 monthly and \$2000 individual transaction limit. These limits are designed to provide sufficient funds for most employee needs while giving the College some protection in the event an employee's card information is stolen. If a cardholder requires higher limits to support College activities, credit card limits may be adjusted on a case by case basis
 - To request a limit change, please complete change visa credit limit form in KISSFLOW.
- Card holders must retain an itemized receipt for each purchase. The receipts are necessary to confirm transactions and support the College for audit purposes.
 - Receipts must clearly identify items purchased. Summary receipts are not acceptable. For example, purchasing meals, as some restaurants will only return the summary receipt with the total and the tip. In this case, a detailed receipt which lists the meals and drinks purchased must be requested and retained.
 - All alcohol purchases must conform to policy B26 Hospitality and Alcohol.
 - In the event of a missing receipt, cardholders must complete B300 – 1FORM Lost Receipt Declaration Form and include it with their visa reconciliation.
- Each month, card holders must reconcile their statements with their receipts. This will ensure that appropriate documentation is available for review and that there aren't incorrect or fraudulent charges on the account.
 - Reconciling monthly statements - Card holders must assign the appropriate Speedcode and Account number to each transaction for proper tracking of expenses and reporting.
- Card holders must review their charges and receipts with their direct supervisor or relevant budget owner once the statement and receipts are reconciled. The card holder and budget owner both must sign and date the reconciliation as documentation of the budget owner's review and approval of the purchases.

Approvals

- It is the responsibility of the cardholder's supervisor to review receipts and approve all charges on a cardholder's statement by signing off on monthly statements.
 - In cases where a cardholder's supervisor is not a budget owner, the relevant budget owner must approve the charges and sign off.

Signed statements & receipts

- Approved, reconciled statements and receipts must be forwarded to business services within 7 business days after a cycle closes.
 - Business Services will return any unapproved statements to the budget owner.

Allowable Transactions

- Memberships and subscriptions
- Conference registration fees
- Books
- Supplies
- Vehicle rentals for approved sanctioned college business:
 - You must have prior approval from your supervisor to rent a vehicle for approved sanctioned college business;
 - You do not need to purchase rental company insurance as the College's insurance will cover the vehicle if it is rented as part of approved sanctioned College business;
 - Fuel purchases for rental vehicles for approved sanctioned college business must be substantiated with receipts and a corresponding rental agreement.
- Catering and hospitality (with supervisor approval – all alcohol purchases must conform to B26 Hospitality and Alcohol)
- Travel expenses in accordance with B300 – 11PR Travel Expense.

Restricted Purchases - The card must not be used for the following:

- Expense Allowance purchases
- Items of personal use
- Furniture
 - All furniture purchase requests must be completed in PeopleSoft requisition system
- Fuel for personal vehicle
 - If you use personal vehicle for college business, please submit a mileage claim
- Capital items in accordance with B300 - 1AP Capital Asset Definition
- Prepaid expenses including prepaid software subscriptions and/or service contracts
- Gift cards
- IT Hardware, Software and Software subscriptions
 - IT acquisitions must be approved by an IT budget owner via PeopleSoft requisition system
- Business costs incurred by another department
- Cash advance
- Donations and sponsorships
- Gifts of alcohol
- Any purchases of alcohol must conform to policy B26 Hospitality and Alcohol.
- Construction and construction design services (Campus Facilities is not subject to this restriction)
- Contracted goods and services including lease agreements
- Payments to individuals and unincorporated companies (i.e., sole proprietorships) for services. These transactions must be processed in accordance with the B300 – 8PR Contract for Services with Individuals and Unincorporated Businesses Procedure

- Foreign goods purchases
 - Please use the PeopleSoft requisition system to request purchase of foreign goods
- Items for which standing purchase orders are available if better pricing is available under the standing purchase order
- Items normally carried in College inventories.

Making Purchase Card purchases

- Orders for goods and services can be placed by phone, fax or internet from domestic suppliers.
- When placing an order, departments must provide the following information to the supplier if the item is to be shipped:

Shipping and Invoice Address:

Olds College
4500 50th Street
Olds, Alberta AB
T4H 1R6
Department Name
Room Number and Building
Attention Line (first and last name)

- Contact first and last name and phone number
- In the case of restricted funds and endowments, all purchase card purchases must be made in strict compliance with donor/sponsor terms and conditions.
 - Restricted funds and endowment related purchases must be approved by Advancement

Compliance Monitoring

- An audit of select transactions will be performed by Business Services on an on-going basis and will include:
 - Review of receipts and supporting documentation
 - Review of transactions for non-compliant purchases including personal or restricted items, and split transactions to circumvent established limits and
 - Appropriate signature approvals.
- Cards may be cancelled for non-compliance.
- Misuse of Purchase Card privileges and non-compliance with this policy is considered a serious breach of contract and may result in disciplinary action being taken in accordance with policy C06 Counseling and Discipline.
- Orders placed in the name of Olds College that are not in compliance with this procedure will be the obligation of the person placing the order and not the obligation of the College.