



PURCHASING CARD POLICY

PURPOSE

The Brock Purchasing Card (P-Card) Program exists to enable departments to effectively make payments for purchases according to applicable University policies. The Brock P-Card Program is in all respects the preferred payment method.

This Policy establishes the rules and principles for the use of a P-Card. It provides a framework of accountability to guide the effective oversight of public resources that support the University's business.

SCOPE

This Policy applies to all members of the Board of Trustees and all employees of the University who use or approve transactions made on a P-Card.

If any provision of this Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy provision is required by law, in which case the Policy provision will prevail.

POLICY STATEMENT

P-Card Eligibility

1. Any employee of the University or member of the Board of Trustees can be a P- Cardholder.

Administration

2. The administration and maintenance of the P-Card program and cardholder agreement will be managed by Financial Services in accordance with University Policy.

Purchasing Card Agreement

3. All P-Cardholders are required to read, acknowledge and agree to comply with the terms of the "Purchasing Card Agreement". P-Cardholders are responsible for adhering to the terms of the cardholder agreement, including but not limited to

- Adherence to University Policy
- Eligible and ineligible use of the P-Card
- Who approves and cancels P-Cards
- P-Card fraud monitoring and compliance rules
- Proper documentation / receipts
- Reimbursement procedures
- Reconciliation procedures
- Lost or stolen card procedures
- Policy violation procedures

Purchasing Card Guidelines

4. Cardholders are required to use the card issued to them responsibly and carefully in accordance with this Policy and the P-Cardholder agreement as they would their own personal credit cards. Although accounts are issued in an individual's name, the charges incurred are the liability of Brock University.
5. The P-Card is to be used for payment for goods and services in accordance with University policies, which policies include but are not limited to:
 - Delegation of Authority
 - Procurement
 - Travel, Meal, and Hospitality Expense
 - Professional Expense Reimbursement Account
6. A P-Card must be used for all University payments when Visa is accepted by the vendor.
7. The P-Card must not be used for personal purchases or other ineligible purchases identified in any University Policy.
8. In the event a P-Cardholder makes a personal purchase or otherwise incurs an unapproved or ineligible expense without the authorization of the University on the P-Card, the P-Cardholder must reimburse the University within six weeks of the unapproved or ineligible expense being identified and made known to the Cardholder. The Purchasing Card

Agreement will provide for payroll deduction to be used to recover costs.

9. Failure by a P-Cardholder to adhere to the terms of the Purchasing Card agreement, this Policy or any other University Policy which governs the use of the P-Card constitutes misuse of University property. Any misuse of a P-Card shall be investigated and appropriate action will be taken by the University based on outcome of the investigation.

Consequences may include, but are not limited to, cancellation of the P-Card and prohibition against the P-Cardholder from receiving a further P-Card.

COMPLIANCE AND REPORTING The Senior Administrative Council (“SAC”) Member of each unit is responsible for maintaining compliance with the Policy.

Approvers have a duty to report clear violations of the Policy to a SAC member.

Policy owner:	Vice-President, Administration
Policy lead:	Associate Vice-President, Financial Services
Policy Classification:	Operating
Approval:	Approved by the Executive Team
Effective date:	November 2021
Next review:	November 2024
Revision history:	Created July 2015 June 2018 November 2021
Related documents:	All Board approved policies