

Procedure Information	
Related to Policy No:	AD-F-2.14
Approved by:	Executive Committee
Approval Date:	April 19, 2018
Executive Responsible:	VP Finance & Corporate Services
Administrator Responsible:	Director Procurement
Date of Next Review:	April 2019

Commercial Card (C-Card) Procedures

Definitions

1. **"Credit Limit"** means the total amount that may be charged to the credit card before transactions are refused by the credit card company.
2. **"Card Provider"** means the financial institution administering the program.
3. **"Cardholder"** means a College employee who is in possession of a C-Card pursuant to the policy
4. **"Single Purchase Limit"** means the total value of any individual transaction that may be charged to the C-card.

Procedures: Definition and Role

1. To Order a Card

Once it has been determined that an employee will require a Commercial Card, the employee's Manager will send an email request to the C-Card Administrator, specifying the name and position of the employee, the monthly spending limit and a transaction limit. The Manager should also indicate whether or not the employee will be approving their own transactions and will require online access to their account. The email requests are forwarded to the Vice President of Finance and Corporate Services for approval and cards are generally ordered the same day. It takes approximately two weeks for the new card to arrive.

New cards will be received by the C-Card Administrator and forwarded to the employee, along with an agreement letter, which is to be signed by the employee and his/her Manager and returned to the Executive Office for filing.

2. The Card

- Sign the card — it is not valid until you do. If it is lost or stolen before you sign it, someone else could sign and use it. This signature acknowledges receipt of the card and of the procedures governing its use.
- Activate the card and select your personal PIN – follow the activation instructions included with the card.
- Keep the card in a secure place — your wallet, purse, or a locked cash box in your office is appropriate. **The card and PIN must be secured in separate locations.** The card should not be carried with you on vacation or on extended sick leave.
- You will not be held personally liable for any charges on the card unless you have misused it.
- The card is not to be shared or loaned. You have been delegated authority to use the Commercial Card by the College
- Willful abuse or misuse of the card can lead to disciplinary action, up to and including termination.
- The card is issued to you according to your current position. If you leave the College you must turn your Commercial Card in to the C-Card Administrator. If you change jobs within the College the C-Card Administrator must be notified and you may be required to turn in your card.

3. Making Purchases

When making purchases, you must:

- Follow all College purchasing policies;
- As per the [Procurement Contract Authority Policy](#) and [Procurement Handbook](#), purchases greater than \$10,000 should be discussed in advance with Procurement Services.
- Ensure that the total order value, including taxes, delivery charges and foreign exchange, does not exceed your transaction limit.
- When shopping in person present the card to the vendor at the time of payment. Retain the itemized receipt to record in a transaction log and attach to your monthly Expense Report.
- When placing an online, telephone or mail order instruct the vendor to include the purchaser's full name, the purchaser's and/or department name, the office number and the campus address. Providing this level of detailed information will ensure the shipping label contains all the

information the Shipper/Receiver, or designated CNC contact, requires to deliver the goods to the appropriate parties.

- Once an online, telephone or mail order has been submitted and a confirmation of purchase has been received (ideally by email), forward the order confirmation/receipt to shipping@cnc.bc.ca. Ensure this email includes the following details: the items purchased, who purchased the items, the expected delivery date and the expected receiving campus and/or department. The purpose of this email is to inform Shipping and Receiving of the purchase and expected delivery of goods at a CNC Campus for delivery and re-direct.
- Advise the supplier to only bill at the time of shipping for items actually shipped. Back-ordered items should not be billed until they are shipped. Record the order on a transaction log.
- You are responsible for ensuring that ordered items are received and for following up if there are any problems.
- Log all your purchases on a transaction log and keep all invoices, receipts or any other documentation relating to the purchase.
- Online access to the Scotiabank Centre Suite website will be available to either you or a designated person in your department to record the account code for each item billed and to verify the transaction. (See part 6)
- Please note that if using the card for subscriptions, the subscription may be automatically renewed. You are responsible for recording the renewal and canceling the subscription if it is no longer required.

4. Dealing with Problems

Contact the C-Card Administrator when:

- Your card is lost or stolen.
- Vendors have on-going difficulties accepting your card.
- You know or suspect that someone has obtained your card number and is using it.
- There are charges on your statement that are not yours.

5. Statement Reconciliation

a. General

The transaction cut-off is the 20th of the month. Immediately after the 20th of the month, Financial Services receives an invoice for all transactions posted between the 21st of the previous month and the 20th of the present month. To avoid interest charges, the College will make payment in full by the due date. Cardholders will assist in this process by carrying out an on-line approval/reconciliation of their statements promptly each month.

b. Verifying Transactions

Before the 26th of each month, the Cardholder will log in to Scotiabank's CentreSuite site and verify each posted transaction. At the end of the month, between the 21st and the 26th, print off a hard copy of the Expense Report and attach all related documentation such as original invoices or receipts. A Signing Authority must approve the transactions by signing this report. Forward the report and backup documentation to Accounts Payable. The original hard copy and all related documentation must be kept by Accounts Payable for audit purposes.

c. Transaction approval deadline

Cardholders have until the 26th of the month to approve transactions and enter account codes. After that date, Financial Services will upload the information into the accounting system and all transactions, approved or otherwise, will be posted. We recommend that Cardholders approve purchases throughout the month as they are posted to the site. The length of time between the actual transaction and its appearance on the site depends on the vendor's technology and business practices. Only those transactions posted to the site by the 20th will appear on the statement for that period.

d. Failure to meet approval deadline

It is imperative that all transactions for the previous billing period be verified and coded by the 26th. Failure by the Cardholder or Expense Approver to approve purchases by this date may result in withdrawal of card privileges.

e. Cardholder Absence

It is up to the Cardholder to meet the approval deadline. If the Cardholder will be away, there are various options:

- Approve all transactions before leaving;
- Go online from another computer and approve the purchases; or
- Make arrangements with your Manager to approve purchases.
- If the Cardholder will be unable to make suitable arrangements for online approval of purchases, the C-Card Administrator should be notified and details of purchases sent to the Administrator.

f. Entering tax information online

The Cardholder is also responsible for entering the correct taxes. As we get a rebate or refund of GST, it is important that these amounts are recorded correctly.

Links to Other Related Policies, Documents and Websites

[AD-F- 2.09 Travel and Expense Claim Policy](#) and [Procedures](#)

[AD-F- 2.12 Signing Authority Policy](#)

[AD-F- 2.13 Procurement Contract Authority Policy](#)

[AD-HR-1.05 Standards of Ethical Conduct Policy](#) and [Procedures](#)
[Scotiabank CentreSuite](#)

Procedure Amendment Log

Amendment Number:	Date:
0	April 2018
1	
2	