

Policy Information	
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) Policy

Policy Statement

The Board of the College of New Caledonia (CNC) has the ultimate responsibility for the expenditure of all operating and capital funds as per the College and Institute Act.

On behalf of the Board, the President is vested with the authority and responsibility to oversee the day-to-day operations of CNC.

The President has delegated spending authority to the Vice Presidents, Senior Administrators, and Managers, who in turn entrust their other designated employees with the authority to commit CNC to expenditures of funds for goods, services, and construction within established guidelines.

Purpose/Rationale

The College of New Caledonia has implemented a Commercial Card, (C-Card), program to be used to simplify payment ***of low dollar purchases of goods and services*** by consolidating purchases into a single account.

The benefits of the Commercial Card program include:

1. Providing staff with a convenient payment option
2. Streamlining administrative, payment and procurement processes
3. Reducing travel advances and petty cash funds
4. Facilitating payment of reimbursable expenses such as hotels and car rentals
5. Obtaining important information for strategic planning of:
 - Procurement
 - Travel patterns
 - Budget maintenance

6. The College will receive a rebate based on the total amount purchased through the system

Scope / Limits

The policy and procedures apply to all CNC employees with a C-Card.

Principles/Guidelines

1.0 General

1.1 The C-Card must be used solely for Eligible Expenses. The Cardholder must provide Original Vendor Documentation to Financial Services for each Eligible expense. In addition a list of Eligible/Ineligible goods and services can be found attached in section 6.0 of this policy as a guideline.

1.2 Procurement of goods and services for personal use is strictly forbidden. In addition a list of goods and services that cannot be purchased with the card can be found in the C-Card procedures. If the C-Card is used inadvertently for an Ineligible Expense the Cardholder must contact the C-Card Administrator.

1.3 Cardholders shall not permit anyone else to use their C-Card. No other CNC staff, family member or any other individual is authorized to use your C-Card.

1.4 Cardholders and Approvers are subject to the Conflict of Interest, [Travel and Expense Claim Policy](#) and [Procedures](#).

1.5 Single transactions and monthly credit limits must be adhered to as per the Card Holder Agreement.

1.6 The Director of Procurement Services may cancel commercial cards. Disciplinary action could result for non-adherence to the C-Card and [Procurement Contracts Authority Policy](#) and [Procedures](#). The Director will escalate when necessary to the VP of Finance & Corporate Services, the President and/or Human Resources.

2.0 Limits

The C-Card may only be used for the purchase of goods and services up to a limit of \$2,500 per single transaction and a maximum credit limit of \$ 50,000 per month including all taxes. As per [Procurement Contracts Authority Policy](#), purchases must

not be split to circumvent C-Card limits. These limits are set by the College. Exceptions will be considered and approved, on a case by case basis, in consultation with the Director of Procurement Services and the Controller. Credit limit increases must be approved by the VP of Finance & Corporate Services, and the Controller.

3.0 Responsibilities

Procurement Services is responsible for:

- Providing Procurement expertise and guidance
- Reviewing expenditures and evaluating the effectiveness of the Program
- Monitoring compliance with the C-Card Policy

C-Card Administrator and Financial Services is responsible for:

- Supporting all aspects of the C-Card program
- Reviewing expenditures and evaluating the effectiveness of the Program
- Monitoring compliance with the C-Card Policy

Cardholders are responsible for:

- Understanding and complying with the C-Card Policy and Procedures.
- Keeping the C-Card secure and notifying the Card Provider and the C-Card Administrator immediately should the card be lost or stolen.
- Obtaining receipts, proper signatures and approvals on all documents as per Signing Authority.
- In the case of suspected fraudulent activity, immediately advising the C-Card Administrator to pursue corrective action.
- Resolving any problems with vendors, such as obtaining a credit or having incorrect charges corrected.
- Obtaining Spending Authority authorization for all purchases.
- Keeping a transaction log and related documentation such as original invoices or receipts for all purchases.
- Reconciling your monthly statement to your records. Each month you will verify items charged to your card by matching them to your transaction log and to receipts or other documentation. The account codes for the billed items must be entered into Scotiabank's CentreSuite website by you or a designated person in your department before the 26th of each month. Financial Services will then electronically process this information and the charges will be

recorded, ensuring the correct account codes are entered for each transaction.

- The College is required to ensure that it is being charged the correct amount of tax when ordering goods. This will be the responsibility of the person using the card.

4.0 Eligible Purchases

4.1 Eligible purchases include, but are not limited to:

Travel Expenses

- Hotels
- Airfare
- Train tickets
- Taxi fares
- Public Transit
- Rental cars, parking fees

Other

- Business meals/ hospitality. (pre-approval required by Executive Member)
- Books, journals and other learning resources magazines
- Subscriptions
- Media equipment
- Professional membership dues
- Conference registration fees
- Office supplies, cleaning material
- Maintenance, repair, operations supplies (MRO)

4.2 Ineligible purchases include, but are not limited to:

- Capital Equipment >\$5000.00
- Furniture
- As per IT Policy: Computer Hardware, software
- Service and/or Maintenance calls (i.e. elevator maintenance, boiler inspection, etc.)
- Any goods and services requiring installation, insurance and/or indemnity
- Maintenance of essential services

- Consulting services
- Personal purchases of any nature
- Other duplicate reimbursements (e.g. meals per diems, mileage claims)
- Goods and services covered by a Blanket or Systems Contract, without prior written consent by Financial Services
- Hazardous materials and/or dangerous goods
- Donations
- Cash advances
- Any other purchases unrelated to College business
- Internal Services (e.g. Kodiaks, Cafeteria, CNC Book Store)
- Alcohol

5.0 Definitions

5.1 “Credit Limit” means the total amount that may be charged to the credit card before transactions are refused by the credit card company.

5.2 “Card Provider” means the financial institution administering the program.

5.3 “Cardholder” means a College employee who is in possession of a C-Card pursuant to the policy.

5.4 “Single Purchase Limit” means the total value of any individual transaction that may be charged to the C-card.

6.0 References

[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](#)

Policy Amendment Log

Amendment Number:	Date:
0	April 2018
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