

# Sheridan PROCUREMENT CARD REQUEST & AGREEMENT FORM

To request a Procurement Card, you are required to read the terms of use outlined below and agree to abide by these terms.

## SHERIDAN PROCUREMENT CARD TERMS OF USE

### 1. Principles

**All Cardholders must use their Procurement Card in accordance with these key principles:**

- 1.1 **Personal Integrity and Professionalism:** Cardholders must act, and be seen to act, with integrity and professionalism. Honesty, care, and due diligence must be integral to all procurement card activities.
- 1.2 **Transparency and Fairness:** Cardholders shall ensure their procurement decisions are fair and unbiased.
- 1.3 **Accountability:** Cardholders shall be accountable for their procurement decisions.
- 1.4 **Value for Money:** Cardholders shall strive to ensure their procurement decisions maximize the value Sheridan receives from the use of public funds.
- 1.5 **Conflict of Interest:** Cardholders will ensure all purchases are following the Sheridan Conflict of Interest Policy.

### 2. Accountability and Compliance

- 2.1 All Procurement Card activity is subject to Audit by the internal auditor and by external auditors.
- 2.2 The Procurement Card must be used in accordance with the Procurement Card Procedure, and in compliance with all Sheridan policies including: The Procurement Policy, the Expense Policy, the Employee Technology Policy, and the Conflict-of-Interest Policy.
- 2.3 The Cardholder, Approving Manager and responsible Dean / Director / Vice President are all required to sign the request form acknowledging the Procurement Policies and Procedures outlined in this document.
- 2.4 The Procurement Card is user specific. No Individual should attempt to purchase goods or services with a card issued to another individual or lend their card.
- 2.5 Failure to follow the Procurement Card Procedures can lead to the immediate suspension or cancellation of your Procurement Card.

### 3. Prohibited Transactions

- 3.1 The Procurement Card may not be used for the following purchases:
  - i. Personal Purchases
  - ii. Alcohol or Drugs
  - iii. Cash Advances
- 3.2 The Procurement Card may be used to purchase desktop and laptop computers, computer tablets, computer monitors, iPads, printers with prior approval from the IT department. Approval must be uploaded onto *Chrome River* as part of the reconciliation process.

- 3.3 Purchases **may not** be broken into smaller purchases (parcelling) to meet the transaction limit. This is a violation of the Procurement Policy in place citing a **\$5,000 threshold** for total single limit purchase from a vendor.
- 3.4 The Cardholder may not accept cash or a cheque from a vendor who is providing a refund for a transaction previously charged to the Procurement Card.
- 3.5 Gift cards can be purchased on the credit card but will be subjected to an approval process enforced by the Procurement department. Please refer to the Gift Card Policy.

**All purchases must be in compliance with Sheridan's Procedures and Policies as referenced in 2.2. above. Failure to comply will result in suspension of the Procurement card effective immediately.**

## 4. Responsibilities and Procedures

### 4.1 Cardholder Responsibilities

- i. The Cardholder is responsible and accountable for ensuring the Procurement Card is used in compliance with these procedures.
- ii. The Cardholder will not lend or loan their Procurement Card. No one other than the person named on the Procurement Card is authorized to use the card. The Procurement Card is not transferable. Delegation of authority is not permitted.
- iii. The Cardholder is responsible for maintaining the Procurement Card with appropriate security. The Cardholder is responsible and accountable for immediately notifying the issuing bank (Scotiabank) in the event the card is lost or stolen. The Cardholder will also notify the Plan Administrator and Approving Manager.
- iv. A detailed monthly statement is generated by Scotiabank and emailed individually to each Cardholder for their review. The transactions will be posted into the expense management system, *Chrome River* **daily** providing an up-to date insight of all transactions.
- v. The Cardholder is responsible for verifying all items included on the detailed monthly statement, are legitimate and is required to reconcile all expenditures on *Chrome River*.
- vi. All Cardholders will be required to reconcile transactions on *Chrome River* directly, and be expected to adhere to the below guidelines:
  1. Review the posted transactions on Chrome River under your "e-wallet".
  2. Allocate transactions on Chrome River by assigning the tiles associated with the transaction.
  3. Upload the original receipt for each transaction into Chrome River via the Chrome River app or through the online system.
  4. Provide a brief description of the incurred transaction.
  5. If there is a transaction for any of the following, please outline the rationale and upload documentation on Chrome River to support the transaction; all transactions must follow the Sheridan Expense Policy.
    - Meals: rationale and attendee list.
    - Room Service: list of documented charges with rationale.
  6. If you have lost an original receipt or incurred a personal expense, complete and submit a 'Missing Receipt/Personal Expense Form' and upload onto Chrome River in support of the posted transaction.

7. Prepare a P-CARD report of all transactions falling into the monthly billing period which begins on the 1<sup>st</sup> of each month, to the last day i.e., 29<sup>th</sup>, 30<sup>th</sup>, or 31<sup>st</sup>.
  8. Once all transactions have been captured and reconciled; submit for approval by your reporting manager, and/or the designated budget holders. Once approved, the report will be directed to the VISA reconciliation team.
- vii. For fraudulent or suspicious charges on Chrome River or monthly statement, the Cardholder must immediately contact the bank and Plan Administrator. The Cardholder must still reconcile the transaction by submitting notes outlining the suspicious activity on the statement and the resolution.
  - viii. In the event of a decline, the Cardholder can contact the Bank to note their individual transaction and monthly transaction limits. Attempting to purchase items beyond the transaction thresholds is the most common reason for a transaction to be declined. If the issue relates to another problem, please contact the Plan Administrator.
  - ix. If an item purchased with the Procurement Card is returned, the merchant must credit back the card used to make the purchase. The Cardholder must retain the credit receipt and upload it onto *Chrome River* as part of the reconciliation.
  - x. The Cardholder is responsible for creating a Personal Identification Number (PIN) for use with the card. If this PIN is forgotten, the Cardholder must contact the issuing Bank directly.
  - xi. Capital Asset process. If a Capital Asset is purchased using the card, the cardholder must reconcile the transaction to the appropriate general ledger account as soon as possible. Finance staff will follow up with the cardholder to advise the cardholder with respect to next steps. Capital Assets means Property, Plant, and Equipment costing \$5,000.00 or more after tax and with a useful life extending beyond one year. Warranty, service agreements, and leased equipment are not capital assets.

#### 4.2 Approving Manager Responsibilities

- i. The Approving Manager would be the direct supervisor, as well as the Budget Holder manager will be held accountable in ensuring is responsible and accountable for checking all expenditures to ensure all purchases are in full compliance with Sheridan College's policies and procedures. Any non-compliant purchases must be noted, and the Plan Administrator must be notified.
- ii. It is the responsibility of the Approving Manager to review and approve the PCARD report on *Chrome River* within a 14-day time frame, from the time that the cardholder has submitted the report on *Chrome River*.
- iii. For any increases, or modifications to Cardholder accounts, the Budget Holder (Approving Manager) is to place the request to the Procurement Administrator, with a Dean/Associate Dean/Director approval and rationale.
- iv. The Approving Manager will advise the Procurement Administrator of any change in employment status with respect to the Cardholder. In the event, the cardholder ceases employment with Sheridan, the Approving Manager is responsible for immediately advising the Plan Administrator and collecting the Procurement Card from the Cardholder and returning the Procurement Card to the Plan Administrator.
- v. All PCard reports will need to be submitted by the 21<sup>st</sup> of each month. Failure to do so will result in disciplinary action.

### 4.3 Accountabilities and Disciplinaries

- i. Shared responsibilities - The approving manager, cardholder, and budget holders will all be held equally accountable and are responsible for ensuring the approval and submission of the PCard Report to the VISA reconciliation team.
- ii. Progressive discipline will be enforced if failure to comply as follows:
  - i. First step of discipline will follow with a communication to the cardholder's VP of the outstanding statements that have not been submitted.
  - ii. Second step of discipline will result in the suspension of the PCARD if no action has been taken to resolve the first step. Approving Manager will need to provide an appropriate rationale in response to the suspension to re-activate the card.
  - iii. Third Step of discipline will result in the suspension of all Procurement and Expense activities including requisitions, and the submission of expenses.
  - iv. Fourth step of discipline will result in the involvement of the HR team, and a write up on the employee's file.
- iii. Personal Charges on PCARD will be tracked, and repeat offenders will be subject to the termination of their PCARD, along with disciplinary action. Any outstanding expenses that have not be returned to the college will be recovered through payroll deductions.

### 5. Purchasing Goods Outside of Canada

- v. When purchasing goods from outside of Canada using a procurement card, provide the vendor with the name of Sheridan's customs broker to assist with timely clearing and delivery of the shipment to Sheridan College:  
**Thompson Ahern International**  
Phone: 905-677-3471 | Fax: 905-677-3464 | Email: windsoroffice@taco.ca
- vi. Refer to the full Customs Clearance Procedure on Sheridan Central.

## Procurement Card Application Form

Please submit completed form to Procurement Office ([purchasing@sheridancollege.ca](mailto:purchasing@sheridancollege.ca))

### Applicant Information

<b>First Name</b>	_____	<b>Last Name</b>	_____
<b>Employee #</b>	_____	<b>Phone # or Extension</b>	_____
<b>Application Type</b>	<input type="checkbox"/> New account	<input type="checkbox"/> Update account	<b>Department</b>
<b>Location</b>	<input type="checkbox"/> Trafalgar	<input type="checkbox"/> Davis	<input type="checkbox"/> HMC
			<input type="checkbox"/> Toronto (SIRT)
<b>Position/Title</b>	_____		
<b>Sheridan Email</b>	_____		
<b>Date of Significance</b>	_____	<b>Choose a date you will easily remember!</b> (i.e. birth date, anniversary, hire date, etc.)	
	Month/Day /Year	Cardholder needs to know this date for card activation and security purposes.	
		<b>Legal Home Address</b> (Please complete this field for delivery to a home address)	
<b>Signature</b>	_____	_____	

### Approvals

Monthly Credit Limit: _____			
Single Purchase Limit: _____			
<b>Please note: The maximum Single Purchase Limit is \$5,000, purchases over \$5,000 require a Purchase Order.</b>			
<b>Accounting Code to be assigned to Card</b>			
<i>This should include the signature of the person who will be approving your expense forms and card statements</i>			
<b>Fund (0X)</b>	<b>Operating Unit (X)</b>	<b>Department (XXXXX)</b>	<b>Signing Authority: Approver Signature</b>

Signatures on this application imply that the rules and procedures outlined in the Purchasing Card Procedures and the Expense Reimbursement Handbook will be adhered to. Misuse of the Card Program may result in card termination. See the Purchasing Card Procedures for more details.

### Terms and Conditions

1. I will not use the card(s) for any personal expenses.
2. I will not share the card(s) with another person & I will not share the PIN(s).
3. I understand my obligation to manage the account attached to my card(s) by removing those that are not required or for which the funds have been exhausted.
4. I understand my obligation to review all transactions on Chrome River each month & make any necessary changes to the account allocations prior to the deadline of the 21st of the month following the statement date.
5. I understand my obligation to review all transactions each month & immediately follow up with the vendor regarding any errors and with Scotiabank regarding any suspected fraudulent charges.
6. I understand that the statement, any applicable expense reports, & all receipts must be uploaded on to Chrome River by the due date of 21 days after statement date (i.e. May statements are due by June 21).
7. I understand that all expense reports and statements must be signed by the cardholder.
8. I understand that all expense reports and statements must be signed by the signing authority.
9. I understand that statements will be audited & non-compliance may result in card privileges being terminated at the discretion of Procurement Office.

**Cardholder Acknowledgment**

I have read and understood the Sheridan Procurement Card Terms of Use and I agree to use the Sheridan College VISA Procurement Card in compliance with these terms.

In addition, I agree to surrender the Procurement Card to my Approving Manager or Plan Administrator immediately upon request.

Furthermore, I understand that failure to promptly notify the issuing bank of the theft, loss or misplacement of the VISA Procurement Card could make me responsible for any fraudulent use of the card.

I also understand that inappropriate use of this card may result in immediate disciplinary action up to and including termination of my employment with Sheridan College.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Approving Manager Acknowledgment**

I have read and understood the Approved Procurement Card Request and Approval Form and I agree to approve only purchases made in compliance with the procedures outlined in this document.

I further understand that approving inappropriate use of this card may result in immediate disciplinary action up to and including termination of my employment with Sheridan College.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Note: The Cardholder may not authorize both lines above. For example, if the Cardholder is a Dean or Director, a Vice President signature is also required as an Approving Manager.*