

University of Prince Edward Island Policy	Policy No. adminfinfin0003	Revision No. 1
Policy Title: Corporate Credit Cards, Assignment And Use Of		Page 1 of 6
Creation Date March 29, 2001	Version Date April 20, 2011	
Authority Board of Governors	Review Date April 20, 2016	
Responsibility VP Finance & Facilities, Comptroller		Access: W

1. Purpose

To establish rules governing the assignment and use of University Corporate Credit Cards.

2. Scope

This policy establishes the terms of reference under which corporate credit cards are issued and used.

3. Definitions

3.1 **Corporate credit cards** are a method of payment that is normally used for payment of travel expenditures. It shall also be used to purchase goods and services with a value of \$1,500 or less.

4. Responsibilities

4.1 This policy is approved by the Board of Governors.

4.2 The Vice-President, Finance & Facilities is responsible for this policy. The administration of this policy is delegated to the Comptroller's Office.

4.3 The Vice-President, Finance & Facilities is responsible for the assignment of credit cards. Positions normally assigned credit cards include the President, Vice-Presidents, Deans, Directors, and other administrative positions as approved by the Vice-President, Finance and Facilities

4.4 Cardholders are responsible for the appropriate use of University credit cards.

5. Policy

5.1 Authority

5.1.1 Administrators applying for a University corporate credit card must complete an

“*Application for Corporate Credit Card*” (Appendix “A”). In the case of Academic departments, the application must be signed by the applicant and recommended by the appropriate Dean. In the case of Administrative support departments, the application must be signed by the Director and/or applicable Vice-President.

- 5.1.2 Approval of the application shall be at the discretion of the Vice-President, Finance & Facilities or designate.
- 5.1.3 Continued use of a corporate credit card shall be at the discretion of the Vice-President, Finance & Facilities or designate.
- 5.2 The credit card limit shall be approved by the Comptroller and the Vice-President, Finance & Facilities. The department shall provide such information as requested by the Comptroller to support the request.
- 5.3 Rules Governing Use of a Corporate Credit Card - **Cardholder:**
 - 5.3.1 The card is the property of the University and should only be used for University business. The cardholder shall not use his/her University corporate card for personal expenditures.
 - 5.3.2 The cardholder shall be personally liable for unauthorized, unapproved, or inappropriate use of his/her University corporate credit card.
 - 5.3.3 The cardholder shall provide all original itemized invoices to the person within the department designated to reconcile the monthly credit card statement.
 - 5.3.4 The cardholder shall ensure that the supplier has accurate contact and shipping information for goods purchased.
 - 5.3.5 The cardholder shall provide detailed documentation to Procurement Services for any purchases of goods being shipped from outside of Canada. This includes:
 - 5.3.5.1 identification of shipper and vendor;
 - 5.3.5.2 description and accurate cost of goods;
 - 5.3.5.3 department name and account code; and
 - 5.3.5.4 cardholder name
 - 5.3.6 The cardholder shall ensure that returned merchandise is appropriately credited to the cardholder credit card account.

5.4 Rules Governing Use of a Corporate Credit Card - **Department**

5.4.1 The department shall designate a person within the department who shall be responsible for the monthly administration of the transactions including:

- 5.4.1.1 receive monthly credit card statement(s);
- 5.4.1.2 reconcile and match original invoices to statement items;
- 5.4.1.3 accurately code all expenditures on the statement(s) according to departmental approved accounts and classes; and
- 5.4.1.4 forward the reconciled statement with original invoices to Accounts Payable in the Accounting Office within **2 weeks** of statement end date.

5.4.2 The department shall be responsible for all expenditures incurred, including all credit charges, transactions fees and interest.

5.4.3 The department shall be responsible for monitoring the ongoing use of University corporate credit cards held within the department.

5.4.4 Credit cards activity that is not reconciled and forwarded to the Accounting Office within **2 months** of the statement end date will result in the credit card being put on hold until the transactions are reconciled. Repeat offences may result in the cancellation of the credit card.

5.4.5 The department shall be responsible for the recovery of corporate credit cards held by departmental staff upon their separation, transfer or re-assignment. The department shall then return the corporate credit card to the Comptroller's Office.

5.5 General Policy:

5.5.1 University corporate credit cards shall not be used to by-pass University procurement policy or to replace University purchase orders, except: (a) in purchasing small, incidental, convenience or petty cash type items; (b) for business travel and business representation expenses; or (c) for other purposes specifically stated in the application for a University corporate credit card.

5.5.2 A University corporate credit card may be cancelled with cause at any time at the discretion of the President or the Vice-President, Finance & Facilities or designate.

5.5.3 Use of a corporate credit card does not replace the requirement to file a travel authorization form. Travel expenses charged on corporate credit cards are to be listed

under the “*Charged Directly to University*” column on the travel claim form.

- 5.5.4 Corporate credit cards shall not be used to purchase equipment including computers, printers, scanners or fax machine.

6. Review

This policy is to be reviewed every five (5) years.



*Application for a Corporate Credit Card
Appendix "A"*

Please Print Clearly

Date _____

Name _____

Title _____ Birth Date _____

Department _____ Telephone # _____

Reason for Card _____

UPEI Department Code(s) Required _____
(Required for On-Line Administration)

Signature of Applicant _____

Signature of Director or Dean _____

Credit Limit (\$5,000 Recommended) _____

Comptroller:

Credit Limit Approved

Credit Limit Rejected

Date

Signature

Vice-President, Finance & Facilities:

Application Approved

Application Rejected

Date

Signature

***Rules Governing Use of a Corporate Credit Card
University of Prince Edward Island Cardholder Agreement
Appendix "B"***

Cardholder:

1. The cardholder shall be personally liable for unauthorized, unapproved, or inappropriate use of his/her University corporate credit card.
2. The cardholder shall retain all original invoices for the purposes of reconciling the monthly credit card statement, and ensure that credit card expenditure reports are filed with the Accounting Department on a timely basis.
3. Corporate credit cards shall not be used to purchase equipment including computers, printers, scanners or fax machines.
4. Corporate credit cards shall be used normally for travel expenditures, and shall also be used to purchase goods and services with a value of \$1500 or less.
5. Upon resignation, transfer or re-assignment, the cardholder shall return his/her corporate credit card to the Department Head.

I hereby agree to the above terms and to all conditions contained in the University Corporate Credit Card Policy.

Signature of Applicant

Date

Department:

1. The department shall designate a person within the department who shall be responsible for the monthly administration of the transactions including:
 - receive monthly credit card statement;
 - reconcile and match original invoices to statement items;
 - accurately code all expenditures on the statement; and
 - forward the reconciled statement with original invoices to the Accounting Office within **2 weeks** of statement end date.

Name of Designate _____

2. The department shall be responsible for all expenditures incurred, including all credit charges, transaction fees and interest.
3. The department shall be responsible for monitoring the ongoing use of University corporate credit card held within the department.
4. The department shall be responsible for the recovery of corporate credit cards held by departmental staff upon their separation, transfer, or re-assignment. The department shall then return the credit card to the Comptroller's Office.

I hereby agree to the above terms and conditions for the University Corporate Credit.

Signature of Department Head

Date