

A presentation by
Queen's University
Financial Services

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Strategic Procurement Services

Queen's Credit Card Programs

Purchasing With a Queen's Credit Card

Types of Cards



Two types of Credit Cards offered by Queen's are

- Procurement Card (P-Card), and
- Corporate Travel Card (CTC).

Procurement Card (P-Card)



P-Card Overview



The University's Procurement Card Program

- provides an alternative to the existing Queen's payment processes for staff and faculty, and
- provides an efficient method of purchasing and paying for **goods costing less than \$5,000.**

P-Card **Benefits**



Benefits to departments will

- eliminate the need to issue a Purchase Order for low value transactions,
- eliminate the need to use personal funds and obtain reimbursements,
- provide conveniences, security, and flexibility,
- allow you to obtain your goods faster.

P-Card **How it Works**



When you make a purchase in person, by phone, or over the internet, the supplier requests a purchase authorization at the point of sale.

The Credit Card system validates the transaction against pre-set limits established by Queen's.

P-Card How it Works (Continued)



Transactions are instantaneously approved or declined based on the following Procurement Card authorization criteria:

- purchase is less than the single purchase limit of **\$5,000** (including shipping costs, exchange rates and taxes),
- account is under the monthly spend limit of **\$20,000**,
- approved commodity type (e.g. alcohol or travel-related purchases will be declined).

P-Card Policy



It is Queen's University Procurement Policy to use the procurement credit card for departmental purchases and payment of goods and services where it is cost effective, efficient and feasible operationally to do so.

P-Card Policy (Continued)



Cardholders are responsible for compliance with policies and procedures including:

- requesting appropriate approvals,
- monthly mandatory reconciliation,
- retaining original receipts and,
- obtaining proper signatures/approvals on all applicable documents.

P-Card Consequences



Failure to comply with policies and procedures will result in your card being cancelled.

P-Card Prohibited Items



Ineligible items include

- travel and entertainment purchases,
- entertainment tickets of any kind,
- any Queen's internal providers,
- hazardous or radioactive materials,
- office furniture,
- materials requiring a government permit, ... Continued

P-Card Prohibited Items (Continued)



- long term (1 yr. or more) rental or lease agreements,
- personal purchases,
- alcohol,
- gift certificates or flowers intended for all employees,
- departmental food purchases,
- donations of any kind to charitable organizations (including bereavement donations),
- automatic annual payment of subscriptions.

P-Card **Application Form**



Download the P-Card application form from the [Strategic Procurement Services Credit Cards](#) page.

The form must be completed in its entirety including both the cardholder's and supervisor's signature before being forwarded to the [Credit Card Program Manager](#) in Strategic Procurement Services for processing.

The cardholder is required to read the [P-Card Policy](#) and adhere to all P-Card policies and procedures.

P-Card Reconciliation



The mandatory monthly reconciliation process is a very important part of holding a P-Card.

Reconciliation training will be provided to every cardholder when the individual retrieves and signs the agreement letter from Strategic Procurement Services.



P-Card Holder Absent from University



The department head and/or the cardholder must notify the [Credit Card Program Manager](#) if the cardholder is leaving the university for an extended period of time **greater than 2 weeks**.

The P-Card will be cancelled or suspended and the cardholder may apply for a new card upon their permanent return to the university.

Corporate Travel Card (CTC)

CTC Overview



Use of the Corporate Travel Card (CTC) is restricted to “travel-related expenses incurred while travelling on behalf of the university”.

CTC Ineligible Purchases



Ineligible purchases include

- stationery,
- computer related items,
- entertainment tickets, etc., required while travelling on business for the university,
- **personal purchases.**

CTC Application Form



To obtain a CTC, the employee will complete the electronic credit card application found on the [Strategic Procurement Services Credit Cards](#) page.

CTC How it Works



The Cardholder

- submits a travel expense reimbursement via the employee **Reimbursement Expense System (ERS)** a.s.a.p. following the return date, and
- **pays the CTC directly.**

CTC Cardholder's Responsibility



Upon signing the CTC application an employee agrees to be liable for payment and any accrued interest to the credit card company of all amounts charged to the card regardless of the purpose.

The credit card company requires that all payments be received upon receipt of the statement.

Should payment not be made on or before the required date and the bill goes unpaid for 60 days, the credit card company reserves the right to suspend and/or cancel card privileges.

CTC Card Cancellation



The **CTC account must be closed** and the [Credit Card Program Manager](#) notified when the employee leaves the university for any of the following, but not limited to, reasons;

- retirement,
- maternity leave,
- paternal leave,
- termination of employment,
- extended leave (sabbatical, health, etc.).

Additional Resources



Credit Card Program Manager

[Strategic Procurement Services Contact](#) page

Queen's Credit Card Program Information found on the

[Strategic Procurement Services Credit Cards](#) page

Procurement Contact Listing

[Strategic Procurement Services Contact](#) page

How may we help you today?



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