A presentation by
Queen’s University
Financial Services
Alternative formats for this presentation can be found on the Financial Services website.

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Queen’s Credit Card Programs
Purchasing With a Queen’s Credit Card
Two types of Credit Cards offered by Queen’s are

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

Contact us:

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Open 8:00 am – 4:00 pm
To learn more or to review additional Training Resources and Video Tutorials visit Financial Services Training page Strategic Procurement Services Home page