

**TYPE:** Administrative  
**TITLE:** Corporate Purchasing Card  
**NO.:** ADMIN-234  
**RESPONSIBILITY:** Vice President, Corporate Services and Chief Financial Officer  
**APPROVED BY:** Durham College Leadership Team  
**EFFECTIVE DATE:** October 2024

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## 1. Introduction

- 1.1. The Corporate Purchasing Card is intended for use in the procurement and payment of low-dollar-value goods and services. The use of Corporate Purchasing Card is expected to build efficiency by simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses.
- 1.2. The main objectives of the Corporate Purchasing Card policy and procedure is as follows:
  - To provide faculty and staff with convenient, efficient and cost-effective means to acquire low value goods and services;
  - To reduce the costs and amount of paperwork required to purchase low-value goods and services; and
  - To improve the timeliness of accounting and improve management reporting on purchasing activities.
- 1.3. Only full-time and part-time permanent [employees](#) can apply for a purchasing card. To be eligible for a purchasing card, an employee must meet one or more of the following criteria:
  - Travel frequently in the course of their duties;
  - Purchase a significant volume of minor goods and services for use by the College;
  - Incur regular frequent expenses of a kind appropriately paid by credit card.
- 1.4. Durham College has established a partnership with the financial institution to provide and support the MasterCard Corporate Purchasing Card.

## 2. Purpose

This policy and procedure has been developed to provide a clear framework for the internal controls over the issuance and use of Corporate Purchasing Cards.

### **3. Definitions**

Refer to [Durham College's Standard Definitions](#).

### **4. Policy statements**

- 4.1. The Corporate Purchasing Card is intended for the exclusive use of the cardholder to whom it was issued and is to be used to facilitate the purchase and payment of materials and services required to conduct College business.

### **5. Procedure**

- 5.1. The issuance of a purchasing card requires the completion of the Durham College credit card acquisition form and approval at least at the Dean, Director, AVP or VP level with authorization from the Procurement Manager and VP, Corporate Services and Chief Financial Officer.
- 5.2. Each purchasing card will be limited to a maximum set by the VP, Corporate Services and Chief Financial Officer who will determine the limit on a basis of need and the budget of the cardholder's department. Changes to this limit can be made through the completion of the MasterCard Increase Form and approved by the cardholder's Dean, Director, AVP or VP, Procurement Manager and VP, Corporate Services and Chief Financial Officer.
- 5.3. The purchasing card is to be used only for official College business, not personal expenses. If the purchasing card is used for personal expenses the employee will reimburse Durham College within the current reporting period.
- 5.4. The purchasing card is the property of Durham College issued in the name of the employee.
- 5.5. Durham College is liable for the transactions made on the card, however the employee is responsible for the card and should take measures to ensure that the card is kept secure.
- 5.6. As a condition of receiving the purchasing card, employees must sign the employee agreement on the Durham College credit card acquisition form before receiving the card. Employees who have been provided with a purchasing card must not use personal credit cards for expenditures related to College business.
- 5.7. Cardholders may use the purchasing card for business purchases valued at less than \$5,000 per transaction excluding capital assets.
- 5.8. Purchases should not be broken into smaller amounts in order to meet the transaction limit.

- 5.9. Each card has a preset limit of \$5,000 per transaction.
- 5.10. All purchases made using the purchasing card must be supported by original, itemized receipts.
- 5.11. The purchasing card cannot be used to purchase capital assets, or to obtain cash advances.
- 5.12. The monthly billing schedule ends on the 15<sup>th</sup> day of each month and the statements are available online through the FAST purchasing card module on the 16<sup>th</sup> day. On a monthly basis, the cardholder is responsible for reviewing their transactions and entering the appropriate accounting for each transaction by the 25<sup>th</sup> of each month.
- 5.13. A copy of the reconciled statement, approved by the appropriate level and attached with supporting receipts must be submitted to the Finance department by the 25<sup>th</sup> day of each month.
- 5.14. Failure to record the appropriate accounting for the transactions in the FAST module by the indicated deadline will result in the transactions being recorded to a default expense account in the budget of the cardholder's supervisor.
- 5.15. It will be the cardholder's responsibility to ensure the transfer of the cost to an appropriate budget line in addition to submitting the reconciled statement and supporting receipts.
- 5.16. Employees who are six or more weeks late from the statement date in submitting their reconciled statement with receipts to Finance are considered delinquent and their card will be put on hold by the plan administrator until the proper documentation has been received.
- 5.17. The VP, Corporate Services and Chief Financial Officer has the authority to cancel an employee's right to use the purchasing card at any time. An employee's card may be canceled or suspended upon violation of any, but not limited to the following:
- Use of the card for personal or other unauthorized purchases;
  - Failure to reconcile and submit the approved statement in a timely manner; and,
  - Failure to attach appropriate receipts to the reconciliation.
- 5.18. In the event of a lost or stolen card, the cardholder must notify the financial institution. This number can be found on the back of the credit card. The plan administrator in the Procurement department should also be notified by e-mail at [purchasing@durhamcollege.ca](mailto:purchasing@durhamcollege.ca) or by calling 905.721.2000 extension 2536.

5.19. Finance department is responsible for:

- 5.19.1. Integrating the reconciled credit card transaction activity per cardholder from the FAST purchasing card module into Banner;
- 5.19.2. Reconciling the monthly statement to the amount debited from the bank account;
- 5.19.3. Ensuring all cardholder statements with supporting documentation are received by the 25<sup>th</sup> of each month; and
- 5.19.4. Notifying the VP, Corporate Services and Chief Financial Officer of any purchasing violations.

**6. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

**7. Non-compliance implications**

Failure to comply with this policy and procedure could lead to a cardholder's privileges being cancelled or suspended, and/or could lead to disciplinary action against the employee concerned. In cases of misuse, the College reserves the right to recover any monies from the cardholder.

**8. Related forms, legislation or external resources**

None.