

Cañada College

Procurement Card Training

Agenda

- ▶ Purpose of a Procurement Card
- ▶ Eligibility
- ▶ Cardholder Responsibilities
- ▶ Receipts and the FIVE W's
- ▶ Restricted Purchases
- ▶ Audits
- ▶ Revocation of Procurement Card
- ▶ Q&A
- ▶ Quiz

Purpose of a Procurement Card

Procurement Card is:

- ▶ A convenient way to purchase goods directly from vendors
- ▶ A way to eliminate the use of personal funds for purchases

Procurement Card is not:

- ▶ The way to avoid appropriate purchasing or payment.
- ▶ A card to obtain cash or credit
- ▶ For personal use.

Eligibility

- ▶ Employees who are required to make purchases on behalf of the District
- ▶ Employees who have passed their probationary period
- ▶ Employees whose assignment are at least 50% full-time
- ▶ [Procurement Card Application](#)

CARDHOLDER RESPONSIBILITIES

- ▶ Make purchases in compliance with College expenditures policies.
- ▶ Retain all receipts for purchases made with the Pro-card.
- ▶ Reconcile all transactions in a timely manner.
- ▶ [Procurement Card Manual](#)
- ▶ [Policies and Procedures](#)
- ▶ For Grant Purposes [Expenditure Request Form](#)

Receipts and the FIVE W's

- ▶ A receipt is required for EVERY transaction with the college Procurement Card.
- ▶ Receipts must be kept on file for three years as per District regulations.
- ▶ Each transaction should detail the following information:
 - ▶ Who (vendor name)
 - ▶ What (items purchased)
 - ▶ Where (location of transaction)
 - ▶ When (date of transaction)
 - ▶ Why (purpose of the transaction)

Restricted Purchases

- ▶ Technology Equipment over \$300.00
- ▶ Alcoholic Beverages
- ▶ Legal Services
- ▶ Insurance
- ▶ Professional Services
- ▶ Cash Advances/Loans
- ▶ Ammunition/Weapons
- ▶ Gift cards
- ▶ Although not prohibited, ongoing supply and equipment purchases should be managed through a standing PO.

Monthly Reconciliation

- ▶ The Cycle end date is the 25th of every month.
- ▶ A remainder email from Union Bank will be sent letting you know that the monthly statement is ready for review.
- ▶ Banner Forms to review charges:
 - ▶ FGIDOCR - To review charges by C Document
 - ▶ FGIBDST - To review charges by Account number
 - ▶ FYAPRJV - To review charges by Journal Document

Reviewer Responsibilities

- ▶ Each month, the reviewer must....
 - ▶ Verify that the Bank Statement and receipts reflects what was purchased and submitted
 - ▶ Verify that all transactions are valid, according to college policies and procedures
 - ▶ Sign, date and document need to be uploaded to \\Appserv1\CIAG_Procurement_Card\Level 1 Audit\Canada

Audits

- ▶ College Audits - It is conducted by the Business Office
- ▶ District Audits - It is conducted by the Internal Audit Team
- ▶ External Audits - It is conducted by an External Auditor



Revocation of Card

- ▶ Pro-Card may be revoke for any of the following reasons:
 - ▶ The card is used for personal or unauthorized purposes
 - ▶ The cardholder splits a purchase to circumvent a purchase limit assigned to the card.
 - ▶ The cardholder fails to provide upon request of the District receipts, statements, or related documentation upon an audit.
 - ▶ The cardholder does not adhere to the procurement card policies and procedures.
 - ▶ The cardholder uses another cardholder's card to circumvent a purchase limit assigned

Q & A



QUIZ

▶ True or False:

A receipt is required only for purchases over \$25.00

▶ True or False:

Receipts need to be retained for a period of two years

▶ What are the five W?