PCARD REGULATION

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Purpose and Scope

The PCard Regulation has been approved and issued under the authority of the McGill University Procurement Policy.

The McGill University PCard is a credit card selected by the University and is assigned to authorized McGill Employees in order to make purchases of goods and services.

For the purposes of the Regulation, McGill “Employees” collectively refers to Academics, Researchers, and Administrative Staff of the University.

Refer to the PCard Procedures for details regarding the implementation and interpretation of this Regulation.

R1. General

R1.1. The PCard is to be used to make purchases of goods and services when a supplier is not an enabled eCatalog supplier on MMP. Enabled e-Catalog suppliers on MMP are defined as: hosted catalog suppliers, punch out vendors and University managed catalog vendors.

R1.2. Some suppliers are enabled eCatalog supplier on MMP but only accept payments by credit card. In these situations the purchase can be charged on the Procurement Services PCard.

R1.3. The chip-enabled PCard includes both the Cardholder and McGill University names. No individual other than the named, authorized McGill Employee is permitted to use the PCard.

R1.4. The PCard must only be used to make purchases of goods and services that are legitimate, appropriate, reasonable and in accordance with the McGill Procurement Policy, the PCard Regulation, and Granting Agency Guidelines. For the purpose of the PCard Regulation, these will be collectively referred to as “the Policies”.

R1.5. Failure to comply with the Policies will result in cancellation of the PCard and may result in disciplinary and other measures taken against the Cardholder. The University will hold the Cardholder fully responsible for all unauthorized purchases and any other fees associated with those purchase(s).
R1.6. Central PCard Administration (Transaction Services, Financial Services) has the authority to cancel PCards without advance notice should it have cause to believe that the PCard is not being used in full compliance with the Policies or if it otherwise contravenes any of the University’s obligations towards the Card Issuer (i.e. the Financial Institution/Bank).

R1.7. When a PCard is cancelled by Central PCard Admin, the Cardholder cannot apply for a new PCard for a period of 3 years.

Central PCard Admin will advise the Cardholder and the Faculty Financial Officer/Central Admin Finance Contact via email once the PCard has been cancelled.

R2. PCard Limits

McGill University PCard limits are set as per the following parameters:

R2.1. Purchase Limit: Single Transaction not to exceed $2,500 CDN (including shipping charges, currency exchange and taxes).

R2.2. Monthly Limit: $15,000 CDN total purchases/month. This limit can be lowered.

R3. PCards with Low Volume of Transactions

R3.1. Cards that have 5 transactions or less within a 12 month period will be subject to cancellation following review and analysis by Financial and Procurement Services.

R4. Purchase Splitting

R4.1. It is strictly prohibited to split purchases to circumvent PCard limits.

R4.2. The complete purchase must appear as a single transaction record to be compliant.

R4.3. If the dollar amount of a purchase exceeds the established PCard limits, a purchase order must be issued through MMP or a Procurement Services PCard purchasing request can be made.

R4.4. PCards will be cancelled immediately if purchase splitting occurs.
R5. Cardholder Responsibilities

R5.1. The Cardholder is a McGill Employee who is authorized by the Fund Financial Manager (FFM) of the Default FOAPAL to receive a PCard for making purchases as per the Policies.

The FFM may also be a Cardholder in which case authorization of one-up is required for receiving a PCard

R5.2. Owning a University PCard does not affect the Cardholder’s personal credit.

R5.3. The cardholder is forbidden to email their credit card number to PCard Administration, to any supplier or Staff member as it can easily be intercepted.

Failure to comply with this clause will result in automatic cancellation of the PCard.

R5.4. PCards are assigned to a specific individual. They may not be assigned to multiple users. PCards may not be loaned to any other individual (i.e. card sharing is not permitted). The Cardholder is the only person authorized to use the assigned Pcard. The Cardholder may effect purchases on behalf of other Employees but remains responsible for all Transactions charged to their PCard.

Failure to comply with this clause will result in automatic cancellation of the PCard.

R5.5. Cardholders are responsible to secure the PCard and all information relating to the PCard:

- Personal Account Number (PAN): the number on the face of the card
- Card Verification Value (CVV): the 3 digits on the back of the card
- Expiration date
- Personal Information Number (PIN): the number entered when making card present/in-store purchases

R5.6. The Cardholder is responsible for notifying the card issuer and Central PCard Admin when the card is lost or stolen.

R5.7. The Cardholder can appoint a Departmental PCard Reconciler.

R5.8. In the event of an Internal or External Audit, the Cardholder, along with the FFM/Delegate are the primary contacts.
R6. The Default FOAPAL

R6.1. The Default FOAPAL (Fund provided by the Cardholder and approved by the FFM at the time of the PCard application) will automatically be used by MOPS to distribute any un-reconciled or un-approved PCard Transactions following the designated reconciliation/approval deadlines.

The Default FOAPAL must be active and valid at all times. Failure or inability to provide a new fund number within one month after the termination date will result in cancellation of Pcard.

The account code used will be a Suspense PCard Transactions Account Code – 700490.

R6.2. Restrictions on the Default FOAPAL:

- Tri-Agency Grants cannot be assigned as the Default FOAPAL.
- The Provost’ Office will review all PCard Applications where the Default FOAPAL is an Internal Chair Award such as James McGill Professorship Awards, William Dawson Scholarship Awards, Distinguished James McGill Professorships, Endowed Chairs and Endowed Professorships.

R7. McGill Online PCard System (Minerva Menu - MOPS)

R7.1. PCard Transactions are generally uploaded from the credit card issuer’s system daily to MOPS by Central PCard Admin.

R7.2. MOPS is to be used to reconcile and to approve PCard Transactions. Once approved, PCard Transactions post to Banner FIS.

R8. Reconciling PCard Transactions

R8.1. The Cardholder can reconcile PCard Transactions to the appropriate fund(s) or can assign a delegate to reconcile PCard Transactions.

R8.2. For the purpose of this Regulation, the delegate will be referred to as the Departmental PCard Reconciler since they can be assigned to reconcile PCard Transactions for more than one PCard.

R8.3. To ensure Segregation of Duties, the Reconciler (whether the Cardholder or the Departmental Reconciler) must not reconcile PCard Transactions on funds where they are named as the FFM.

Failure to comply with this clause, will result in automatic cancellation of the PCard.

R8.4. For Research Grants and Contracts (2F/2M fund types):

- An Institutional Representative other than the Principal Investigator/Delegate should review the PCard Transactions. It is recommended that the Financial
Services Team Manager (FSTM) be appointed as the Departmental Reconciler.

- Granting Agencies recommend Institutional Oversight on PCard Transactions charged to Research Grants and Contracts. As such, an Institutional Representative other than the Principal Investigator/Delegate should review PCard Transactions. The Institutional Representative can either be the Financial Services Team Manager (FSTM) or the Central Fund Administrator.

R8.5. Reconciliations must be done by the Reconciliation Deadline, otherwise PCard Transactions will be charged to the Default FOAPAL and Suspense PCard Transactions Account Code (this is referred to as an auto-reconciled PCard Transaction).

At the third instance of auto-reconciled PCard transactions, the PCard will be automatically cancelled. The period for determining non-compliance is the fiscal year.

R8.6. Reconcilers must upload the proof of purchase (and other supporting documentation if applicable) for each PCard Transaction prior to submitting the PCard Transaction for approval.

Proof of purchase refers exclusively to invoices, receipts and credit memos. Proof of purchase must include name of supplier, full description of what was purchased and amount. Emails, quotations, and PO’s are not proof of purchase.

Failure to comply with this will result in automatic cancellation of the PCard.

Please note: an automated control was implemented on December 7th, 2022. Please refer to the announcement.

R8.7. Supporting documentation/receipts must be digitized and uploaded at the time of reconciliation. Please refer to the Digitization Guidelines. Once the PCard transaction has been approved and has posted to Banner FIS, the PCard supporting documents must be destroyed (unless Central PCard Admin has communicated otherwise).

The official PCard supporting documentation that will be made available for internal or external audits are the supporting documentation/receipts that have been digitized and uploaded at the time of reconciliation.

R8.8. For in-store purchases where a paper receipt is provided by the merchant and the paper receipt must be kept for exchange if defective, or warranty repair/replacement, then the paper receipt should be retained.
R9. Approving PCard Transactions

R9.1. PCard Transactions must be approved by the FFM or their Delegate by the Approval deadline. When they are not approved by the Approval deadlines, PCard Transactions will automatically be charged to the Default FOAPAL – Suspense PCard Transactions Account Code (this is referred to as an auto-approved transaction).

Note: The Delegate is assigned by the FFM on their funds in the Minerva Menu – Delegate Approvals of Purchase Requisitions, Change Orders and PCards.

R9.2. FFM/Delegate must not approve PCard Transactions when proof of purchase is missing.

Failure to comply with this clause will result in automatic cancellation of the PCard.

R9.3. To ensure segregation of duties, The FFM/Delegate must not approve PCard Transactions they have reconciled to funds where they are named as the FFM/Delegate.

Since implicit approval is turned on in MOPS, it is at the time of Reconciliation that the FFM/Delegate must not reconcile Transactions on funds where they are named as the FFM/Delegate.

Failure to comply with this clause will result in automatic cancellation of the PCard.

R9.4. When approving PCard Transactions, the FFM/Delegate is acknowledging that the PCard Transaction is a legitimate business expense and is in accordance with the Policies.

R9.5. In the event of an internal or external audit, the FFM/Delegate, along with the Cardholder are the primary contacts.

R10. Prohibited Transactions

The following transactions are prohibited on PCard (this is not an exhaustive list).

The alternative purchasing method has been included in the table below.

Cardholders will receive one warning (email message) if PCards are used for any of the prohibited transactions. At the 2nd non-compliant occurrence, the PCard will automatically be cancelled.

<table>
<thead>
<tr>
<th>No.</th>
<th>Prohibited transactions on PCard</th>
<th>Alternative purchasing method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Purchases made from enabled eCatalog suppliers on MMP (i.e. these refer to hosted catalog suppliers, punch out vendors and University Managed Catalog Vendors – see MMP icons below)</td>
<td>MMP</td>
</tr>
<tr>
<td></td>
<td>Note: If the supplier only accepts payment by credit card, please complete the PCard Purchase Request Form in order for the purchase to be made on the Procurement Services Card.</td>
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<tr>
<td>2.</td>
<td>Alcoholic beverages</td>
<td>Please refer to: <a href="#">Alcohol Permits administration</a></td>
</tr>
<tr>
<td>3.</td>
<td>All Gift Cards, Gift Certificates (including but not limited to pre-paid debit/credit cards) and Gifts (including but not limited to chocolate, gift baskets, flowers)</td>
<td>Travel Advance and/or Expense Report</td>
</tr>
<tr>
<td>4.</td>
<td>Laboratory and research animals</td>
<td>MMP Internal Store – McGill Animal Resource Centre</td>
</tr>
<tr>
<td>5.</td>
<td>McGill University department/unit that provides services internally and charges the internal departments/units via Inter-Departmental Charges (IDCs)/Feeds (e.g. Facilities Management, Bookstore, Parking Services, Printing Services)</td>
<td>Please refer to each department/units respective processes and forms to request these services</td>
</tr>
<tr>
<td>7.</td>
<td>Salaries</td>
<td>Workday</td>
</tr>
<tr>
<td>8.</td>
<td>Travel expenses are prohibited. These must be processed via a Travel Advance and/or Expense Report. For non-travel expenses it is recommended to use MMP.</td>
<td><a href="#">Travel and Other Expenses Policy</a></td>
</tr>
<tr>
<td>10.</td>
<td>Parts, maintenance services, and fuel for University vehicles</td>
<td>Expense Report, Fleet Card (contact your Fleet Manager) and MMP (with contracted suppliers only)</td>
</tr>
<tr>
<td>11.</td>
<td>McGill corporate mobile IT assets (cell phones).</td>
<td>Please refer to: <a href="#">Get a Corporate Mobile Device</a></td>
</tr>
<tr>
<td>12.</td>
<td>Home Internet</td>
<td>N/A</td>
</tr>
</tbody>
</table>

R11.1. Refer to the Memo from the Provost and Vice-Principal Academic

R11.2. For purchases on Research Grants (2F/2M fund types), please refer to the New Computers, Computer Components and Computer Accessories (2F/2M) Chart.

R11.3. For purchases on Non-Research Grants (non 2F/2M fund types), please refer to the New Computers, Computer Components and Computer Accessories (non 2F/2M) Chart.

- A Pcard transaction is deemed prohibited if the item has a value greater than $250.

R12. Cancellation of PCards

PCards will be cancelled for the following reasons:

R12.1. Failure to comply with the McGill Procurement Policy, the PCard Regulation and Granting Agency Guidelines

R12.2. When Central PCard Admin has cause to believe that the PCard is not being used in full compliance with the Policies or if it otherwise contravenes any of the University's obligations towards the Card Issuer.

R12.3. Cards that have 5 transactions or less within a 12 month period will be subject to cancellation following review and analysis by Financial and Procurement Services.

R12.4. When purchase splitting occurs.

R12.5. If the cardholder emails their credit card number to any supplier or staff member.

R12.6. When card sharing occurs.

R12.7. If the Reconciler (Cardholder or Departmental Reconciler) reconciles PCard Transactions on funds where they are named as the FFM/Delegate.

R12.8. At the third instance of auto-reconciled PCard Transactions.

R12.9. When Reconcilers omit to upload proof of purchase.

R12.10. If the FFM/Delegate approves PCard Transactions where the proof of purchase is missing.

R12.11. When the FFM/Delegate approves PCard Transactions they have reconciled to funds where they are named as the FFM/Delegate.

R12.12. At the 2nd non-compliant occurrence of using the PCard for any of the prohibited purchases.

R12.13. A PCard has not been picked up by the Cardholder within forty-five (45) days following the date of electronic notification from the Central PCard Admin confirming receipt of the PCard.

Please note: When a PCard is cancelled by Central PCard Admin, the Cardholder cannot apply for a new PCard for a period of 3 years.
R13. Lost or Stolen PCards

R13.1. It is the responsibility of the Cardholder to maintain control and security of the PCard. All precautions should be used to maintain confidentiality of all information relating to the PCard, such as the PCard number, Card Verification Value (CVV or 3 digits on the back of the card), and expiration date.

R13.2. If a PCard is lost or stolen, it is the responsibility of the Cardholder to call the Card Issuer and email Central PCard Admin immediately.

R14. Disputes

R14.1. The Cardholder is responsible for resolving all discrepancies and disputes directly with the supplier. Every effort must be made to resolve disputes within thirty (30) days of the transaction. The Cardholder should allow sufficient time for the supplier to issue a credit for the replacement of items.

R14.2. If the Cardholder is not able to resolve the dispute with the supplier within 30 days, the Cardholder must:

- Flag the dispute on MOPS
- Call the Card Issuer
- Send an email to Central PCard Admin
- Refer to the Procedures for further details

R15. Credits

R15.1. The Cardholder must ensure that the supplier issues a credit to the Cardholder account for any item the supplier has agreed to accept for return or for any agreed upon price adjustment. This credit will appear on MOPS and should be reconciled in the same manner as other Transactions.

R16. Supplier Exceptions

R16.1. Cardholders should contact Procurement Services when encountering suppliers who do not accept PCards.