



Policy Name	<b>Corporate Purchasing Card</b>		
Policy #	<b>302</b>	Category	300: FINANCE
Steward	VP Corporate Services	Date Approved	December 13, 2023
Next Review Date		Date Reviewed or Revised	May 5, 2026

**POLICY**

Suncrest College is committed to ensuring that all purchasing card (P-Card) transactions are conducted responsibly, transparently, and in support of the College’s operational needs. The use of P-Cards must follow established financial controls that safeguard public funds and uphold accountability. All cardholders must adhere to the procedures and limitations governing P-Card use.

**PURPOSE**

The purpose of this policy is to establish the framework for the appropriate and ethical use of purchasing cards at Suncrest College. It outlines the responsibilities, controls, and expectations designed to prevent misuse and ensure efficient procurement of goods and services. This policy supports consistent practices that promote fiscal stewardship and compliance with public sector financial requirements.

**PRINCIPLES**

1. A Suncrest College corporate purchasing card (P-card) may be used by employees authorized to purchase business related goods and services, as outlined in this policy.
2. The P-card provides an efficient and cost-effective method of purchasing and paying for transactions. It is intended to reduce the number of low-dollar value cheques and purchase orders.
3. Managers may determine that a position requires a P-card to perform their duties in an effective and efficient manner. In this case, the employee will be required to use the P-card to perform these duties.
4. P-card purchases shall comply with the overarching Procurement Policy and Management Authorities Grid.
5. Cardholders are responsible for safeguarding their P-card and using it only for

- legitimate business purposes.
6. Approvers must review and approve cardholder transactions and ensure all charges are appropriate and have supporting documentation.
  7. P-cards are not to be shared. However, an individual cardholder, such as an Executive assistant, may purchase on behalf of another employee or department, provided the manager/Vice President of the employee reviews and approves the transactions on the P-card statement.
  8. Personal expenses and cash advances are strictly prohibited.
  9. Non-compliance may result in the suspension or termination of the employees P-card and may lead to disciplinary action
  10. The Executive may impose other restrictions on the use of P-cards, as required.

## **SCOPE**

This policy applies to all employees that have been authorized to use the Suncrest P-card.

## **DEFINITIONS**

Corporate Purchasing Card (P-card) – refers to the credit card provided to approved Suncrest College staff for the payment of approved, business-related expenses.

Purchasing – refers to the process of ordering and receiving goods and services.

Procurement – is the overarching function that describes the activities and processes to acquire goods and services.

## **PROCEDURES**

1. All requests for P-cards, whether directed by a manager to an employee or employee initiated require the approval of the appropriate manager or Vice President.
2. The approved request (declaration form) is then submitted to the card administrator, the Controller, for review and processing.
3. The standard P-card limit per individual transaction is \$2,000, unless otherwise approved by the appropriate manager or Vice President.
4. The default monthly limit for a P-card is \$5,000 unless otherwise approved by the appropriate manager or Vice President.
5. All P-card transactions must be accompanied by receipts or another form of supporting documentation.
6. Cardholders must complete a monthly reconciliation of all transactions in accordance with current Finance department processes.

7. All transactions must be reviewed and approved by the cardholder's manager in alignment with current Finance department processes.
8. Any questions regarding the appropriateness of a purchase should be directed to the Controller or Vice President.

#### **LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

N/A

#### **LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES**

Procurement Policy

Management Authorities Grid

Declaration Form