

POLICY NAME	PCARD REGULATION
Revision	V10
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R2. PCard Limits

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

R2.1. Purchase Limit: Single Transaction not to exceed \$, \$

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/Delegate at the time of the PCard application) will automatically be used by MOPS to distribute any unreconciled or unapproved 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 ~~700400-~~

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 MenuMOPS)

- 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.

R8.6. 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](#)

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 Cde (this is referred to as an auto approved transaction).

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

R9.2. 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.

R9.3.

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 I9.69 -1.22 Td ()Tj EE Q BT /Artifact <</M9ID 6 >>BDC118 g 901.04495 0 932.526 626.4f*

No.	Prohibited transactions on PCard	Alternative purchasing
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No.	Prohibited transactions on PCard	Alternative purchasing method
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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 the FFM/Delegate approves PCard Transactions they have reconciled to funds where they are named as the FFM/Delegate.
 - R12.10. At the 2nd non-compliant occurrence of using the PCard for any of the prohibited purchases.
 - R12.11. A PCard has not been picked up by the Cardholder within ~~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 ~~1~~ year.

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 back of the card), expiration date and Personal Information Number (PIN)

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 reporting any unauthorized transactions to the Card Issuer immediately.

PROCEDURES

PR1. How to Apply for a PCard

PR1.1.

PR2.1.3.

PR2.2 Before Placing an Order

In all cases, the Cardholder must determine before placing an order that the:

- x Proposed purchase is not a prohibited PCard transaction;
- x Total cost does not exceed the Cardholder's purchase limits, including shipping charges, currency exchange and taxes;
- x Supplier accepts the PCard;
- x Product is available;
- x Price is the best that can be obtained (ask if educational discounts are available);
- x Delivery date meets expectations and needs;
- x Appropriate method of shipping and handling is selected and special handling instructions are defined;
- x Shipping cost.

PR2.3 Receipt Requirement

In all cases, the Cardholder must ensure that proof of purchase (invoice, receipt or credit memo) contains the:

- x Supplier name and address;
- x Description of items purchased;
- x Quantity of goods ordered and received;
- x Itemized unit prices and the amount extensions;
- x Goods and Services Tax and Provincial Sales Tax (if applicable);
- x Shipping charges (if applicable);
- x Grand total of order.

PR3. Disputing a PCard Charge

PR3.1. 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 prepare credit voucher or for the replacement of items.

PR3.2 Common Dispute Reasons

The most common dispute reasons are described below.

PR3.2.1. Merchandise Not Received

PR3.2.7. Inadequate Description or Unrecognized Charge

This reason is used in the event that the Cardholder does not recognize the transaction description, they should request that the Card Issuer Customer Services supply a copy of the sales slip.

PR3.2.8. Wrong Merchandise Received

This reason is used when the Cardholder claims that goods or services were not received as described. It is important that the sales draft specifically describe what was purchased. In a telephone order situation, the verbal description is considered the 'document characterization.' The Cardholder must explain in the support documentation how the verbal description was different from what was actually received. An attempt must be made to return the goods and must be stated in the Cardholder's complaint. If merchandise was returned, proof of such return must be

PR4.2.3. After a missing or stolen Card incident is reported to the Card Issuer, the Cardholder must also notify the [Central PCard Admin](#) by email so that the University records can be updated accordingly.

PR4.2.4.

PR5. Terminating a PCard

PR5.1 Termination

PR5.1.1. When a Cardholder leaves the University, it is the responsibility of the Fund Financial Manager to notify the [Central PCard Admin](#) by email.

PR5.1.2. The FFMD Legate must obtain the Card and all outstanding documentation on the account from the Cardholder prior to final separation and approve the charges on MOPS.

PR5.1.3. A [PCard Application Form](#) (signin is required) needs to be completed for a new Card requested for new/replacement employees.

PR5.2 Temporary Leave

PR5.2.1. When a Cardholder leaves their position or changes responsibilities on a temporary basis (i.e. maternity leave, sick leave), the Fund Holder must:

- x Obtain all outstanding documentation on the account from the Cardholder;
- x Approve the charges on MOPS;
- x And must contact the [Central PCard Admin](#) by email to have the Card cancelled.

PR5.3 Change of Department

When a Cardholder changes department, the same procedures as for "Termination" (see above) applies.

PR6. Links to Related Documentation

[Reconciling and Approving of PCard Transactions \(PCard Schedule\)](#)

[HOW TO use MOPS McGill Online PCard Service \(View How to use Minerva Page\)](#)

PCard Form

- x [PCard Application Form for Faculties/Admin U](#) (signin is required)