

WHAT IS A PURCHASE CARD?

P-cards are issued to KPU community members who have the need to purchase low dollar goods and services. These cards facilitate the rapid purchase of requirements and reduce paperwork and handling costs associated with these types of purchases.

The P-card is issued to an employee empowering this person to purchase goods and services on behalf of the University.

P-cards are credit cards in which the liability rests with KPU instead of the individual card holder.

The University has contracted with VISA through the Royal Bank/US Bank for the provision of these services. The P-card is the property of KPU for use by employees in their position and is not to be used for personal purchases.

Your supervisor is the person that should be contacted if you feel this would benefit your area.

P-CARD INFORMATION

Visa PCard has 4 preset limit options based on your Supervisor/ Manager or Dean's determination of your requirements: \$1,000, \$2,500, \$5,000 and \$10,000 dollars with NO transaction limits.

Each card is tied to a position by a default "org" code, therefore if you are moved to a different department; your new supervisor must apply for a new account for you.

Please go to share point in order to obtain application form our.kwantlen.ca/sites/supply/sitepages/purchasing%20cards.aspx

WHAT ARE MY RESPONSIBILITIES?

We expect you to treat your P-card like your own credit card:

- You are the only one authorized to use your card.
- Keep your card and the card number secure.
- Keep your receipts for reconciliation.
- Reconcile your P-card transaction on a monthly basis (when the notice is sent to you by the administrator)
- Immediately report to VISA (1-800-588-8065) number on the back of your card any transactions you did not make with the card (fraudulent transactions).
- Keep your letter with your unique account reference, where your P-card was attached, very safely for future reference.
- Advise VISA (1-800-588-8065) if you will be travelling out of the country and using your card (to prevent possible card rejection).
- Report a lost or stolen card immediately to VISA (1-800-588-8065).
- **Do NOT purchase furniture, computer, hardware, software and individual piece of equipment over \$1,000 dollars with your VISA card because it needs to be flagged as a capital asset by Supply and Business Services Department**
- **Ensure your name appears on any packing slips or shipments to KPU Receiving as a reference. (We want you to get your package)**
- **Also Supply & Business Services has existing contracts with preferred vendors.**

If ordering from companies outside of Canada, be aware that currency exchange, duties, taxes and custom brokerage fees will be applied to your purchase. After calculating all of these additional charges, often the total amount will be double the prices originally quoted.

