

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Financial Management and Administration
POLICY	3010 – Corporate Purchasing Card

Objective

The Legislative Assembly uses the Province of British Columbia’s Corporate Purchasing Card Program as its corporate purchasing card program. Use of the purchasing card by authorized employees for approved business-related expenses offers efficiency in both purchase and payment processes without compromising required controls.

The Legislative Assembly’s objective is to take advantage of the benefits of purchasing cards (“p-card”) in terms of their efficiency and timeliness for purchases, while minimizing risk associated with their use. P-cards will be issued where there is a demonstrated need with respect to improved operations and will be issued with an appropriate expense limit consistent with purchasing requirements of the individual employee concerned.

This policy and appended procedures outline the appropriate usage of corporate purchasing cards and is based on the Province of British Columbia’s *Core Policy and Procedures Manual*.

Application

This policy applies to all individuals who have been issued a corporate purchasing card by the Legislative Assembly.

Procedures

Procedures relating to the use of purchasing cards that all cardholders must follow are outlined in *Procedures 3010.1 – Corporate Purchasing Card Program Administration*.

Authority

Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1100 – Creating and Updating Policies*.

Key Definitions

“**cardholder**” means an authorized individual employed by the Legislative Assembly, by a recognized party caucus, or by an Independent Member who has completed a *Request for Card/Card Detail Change Form* and has signed the *Government Purchasing Card – Acknowledgement of Terms of Use and Consent Form*. The cardholder must have expense authority under *Policy 3000 – General Expenditure* and may only purchase items up to their expense authority limit;

“**change in employment status**” includes a change in position, a leave of absence (including maternity and parental leave), cessation of employment, and retirement;

“**corporate purchasing card**”, “**purchasing card**” and “**p-card**” mean a purchasing and payment instrument which allows employees whose positions have been delegated expense authority to use a Legislative

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Assembly-issued credit card for making purchases valued within their authorized expense limit. The p-card bears the name of the individual cardholder and has a unique identification number issued by the credit card provider. The p-card is distinct from the Legislative Assembly-issued travel credit card noted in *Policy 3015 – Employee Travel*;

“Government Purchasing Card – Acknowledgement of Terms of Use and Consent Form” means a form which outlines cardholder duties and responsibilities and signifies the cardholder’s acceptance of the Legislative Assembly’s policies, procedures and guidelines for the p-card and expense limits. The cardholder’s sample signature is also captured;

“P-Card Coordinator” means an employee of the Legislative Assembly responsible for the administration of the corporate purchasing program as described in this policy;

“p-card provider” means a credit card provider who issues purchasing cards for the Legislative Assembly’s corporate purchasing card program;

“Request for Card/Card Detail Change Form” means a form used for requests for a new p-card, cardholder change request, or cancellation.

1. General

- .01 P-cards streamline the purchasing and payment process and allow for purchases to be made directly from suppliers by authorized employees, subject to an individual cardholder’s p-card and expense authority limits and the provisions of *Policy 3100 – Procurement*. Suppliers are paid directly by the p-card provider, eliminating the manual processing of small value invoices and cheques. Monthly statements issued by the p-card provider reflect each purchase and payment made through the p-card program.

2. Responsibilities

- .01 Directors (or equivalent) of Legislative Assembly departments are responsible for:
- a) Assessing departmental requirements to ensure that p-cards are only issued to employees under their supervision when a *bona fide* business and operational rationale exists.
 - b) Ensuring cardholders under their supervision comply with this policy and the associated procedures.
 - c) Recommending changes to pre-established cardholder expense limits as requested on an individual cardholder basis.

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.02 The Director, Financial Services is responsible for:

- a) Recommending any necessary changes to p-card policies, procedures and guidelines to the Executive Financial Officer.
- b) Reviewing situations of apparent abuse by a cardholder as reported by the P-Card Coordinator.
- c) Taking an appropriate course of action in the event that a cardholder misuses a p-card and making a recommendation in appropriate instances regarding the cancellation of the cardholder's card.
- d) Approving or declining reissuance of a p-card following cancellation for inappropriate use.
- e) Periodically reviewing the effectiveness and cost benefit of the p-card program to the Legislative Assembly and its departments.

.03 The P-Card Coordinator is responsible for:

- a) Coordinating and managing the p-card program to ensure that only authorized individuals possess a p-card, and that cardholders are provided with suitable resources, have a primary contact to the p-card provider, and are kept apprised of program developments.
- b) Ensuring that all p-card applications have been completed correctly and ensuring that cardholders sign the *Government Purchasing Card – Acknowledgement of Terms of Use and Consent Form*.
- c) Maintaining an up-to-date expense authority matrix and a record of all cardholders, including their monthly expense limits.
- d) Ensuring cardholders complete the p-card reconciliation correctly.
- e) Monitoring and auditing p-card activities as required and advising the Director, Financial Services of cardholders who have misused the p-card, are in violation of this policy, or have made inappropriate purchases.

.04 Cardholders are responsible for:

- a) Completing the p-card application and the *Government Purchasing Card – Acknowledgement of Terms of Use and Consent Form*.
- b) Understanding and complying with all corresponding terms and conditions associated with use of the p-card and ensuring that

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the p-card is used in accordance with this policy, including the p-card’s exclusive use by the cardholder.

- c) Obtaining and retaining all the necessary documentation promptly for each transaction (e.g., supplier slips, quotations, technical approvals, and any other related documents), and retrieving copies of documents if originals are lost.
- d) Adhering to *Policy 3000 – General Expenditure* and the corresponding procedures, including completion of regular reconciliations, as detailed in *Procedures 3010.1 – Corporate Purchasing Card Program Administration*.
- e) Notifying the p-card provider and the P-Card Coordinator of a lost or stolen p-card, as outlined in *Procedures 3010.1 – Corporate Purchasing Card Program Administration*.
- f) Ensuring that disputed items and charges, delivery problems, returns, etc. are rectified.
- g) Promptly returning the p-card to the P-Card Coordinator when requested to do so, or upon cessation of employment by the Legislative Assembly.

.05 A cardholder’s supervisor is responsible for:

- a) Reviewing and signing the cardholder’s p-card reconciliation and ensuring purchases made with the p-card are in compliance with this policy and for Legislative Assembly business purposes, and that appropriate receipts or other appropriate documentation are provided for all purchases without exception.
- b) Ensuring that the review and signing process occurs within the timelines outlined in section 6.03.

3. Issuance of a Corporate Purchasing Card

.01 Cardholders must immediately sign the p-card on the back upon receipt of their p-card.

.02 Only the individual whose name appears on the p-card may use it.

4. Inappropriate Purchases

.01 A p-card must only be used for purchases of materials and services on behalf of the Legislative Assembly and for Legislative Assembly business purposes.

.02 A p-card must **not** be used for any of the following:

- a) obtaining a cash advance, even if related to Legislative Assembly business purposes;
- b) single purchase amounts over the cardholder’s expense

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- authority limit;
- c) splitting purchases to avoid the expense authority and procurement limits set out in *Policy 3100 – Procurement*;
- d) personal or private purchases;
- e) individual employee travel-related expenses, such as flights, hotel accommodations, car rentals and meals where the employee is not part of a group travel itinerary and would normally be reimbursed through a travel reimbursement claim (see *Policy 3015 – Employee Travel*);
- f) any purchases that will result in a real or perceived conflict of interest as set out in *Policy 4015 – Standards of Conduct*.

5. Inappropriate P-Card Use

- .01 Any misuse of a p-card or violation of this policy and the associated procedures may result in the suspension of the p-card by written notification from the Director, Financial Services, to the cardholder and the cardholder’s supervisor.
- .02 Misuse of a p-card or violation of this policy and the associated procedures (*Procedures 3010.1 – Corporate Purchasing Card Program Administration*) may lead to action being taken against the cardholder, which may include the following:
 - a) requirement for the cardholder to reimburse the Legislative Assembly for any unauthorized purchases and payments;
 - b) cancellation of the cardholder’s p-card; and
 - c) disciplinary actions, including dismissal.
- .03 A p-card that has been cancelled may only be reinstated to an employee with the written approval of the director of the cardholder’s department and the Director, Financial Services.
- .04 Liability for the p-card remains with the Legislative Assembly. The cardholder will not be personally liable for purchases unless the p-card is willfully misused or unauthorized purchases are made by the cardholder.

6. Recordkeeping, Reconciliation and Payment

- .01 On a monthly basis, cardholders must reconcile all transactions in accordance with *Procedures 3010.1 – Corporate Purchasing Card Program Administration*. Reconciliations must be completed prior to any scheduled vacation or leave, and if there are unprocessed transactions, their supervisor must be notified accordingly.
- .02 If a monthly statement contains discrepancies that must be brought to a merchant or supplier’s attention, it is the cardholder’s responsibility

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to contact the merchant or supplier directly to have adjustments made, as further outlined in *Procedures 3010.1 – Corporate Purchasing Card Program Administration*.

- .03 Legislative Assembly departments are responsible for all charges and fees associated with use of any p-card by employees of the department, except for late payment charges caused by the central payment process.

Contact	Questions regarding this policy may be directed to Financial Services at financialservices@leg.bc.ca .
Procedures	<i>3010.1 – Corporate Purchasing Card Program Administration Request for Card/Card Detail Change Form Government Purchasing Card – Acknowledgement of Terms of Use and Consent Form</i>
References	<i>Policy 3000 – General Expenditure Policy 3015 – Employee Travel Policy 3100 – Procurement Policy 4015 – Standards of Conduct</i>

Kate Ryan-Lloyd

Approved and authorized by
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

September 9, 2019
Date

POLICY HISTORY	
Version 1	October 30, 2015
Version 2	June 8, 2018
Version 3	September 9, 2019