

10.2 Purchase Card Policy (PCard)

Policy Statement

It is the policy of the Province of Nova Scotia to offer a corporate Purchasing Card Program as an efficient means of making purchases.

Definitions

CARDHOLDER

An employee who is identified by the Cost Centre Manager to be issued a PCard in the employee's name who shall receive and use the PCard in accordance with the requirements of this and other related policies, and the Corporate Purchasing Card Agreement.

PURCHASE CARD (PCARD)

A credit card issued under an agreement between the banking institution and the Province of Nova Scotia and issued to employees for the purchase of goods, services and construction that are authorized government business transactions.

UNAUTHORIZED CHARGES

Charges against a PCard not related to purchasing goods and services for government use or made by someone other than the cardholder or are not in accordance with the Corporate Purchasing Card Agreement.

UNAUTHORIZED PAYMENTS

Payments on any PCard made by anyone other than Operational Accounting.

Policy Objective

The objective is to establish a policy to maximize purchasing and payment efficiencies using corporate purchasing cards (PCards). The PCard is intended to provide a simplified purchasing and payment tool for the acquisition of goods, services and construction directly from suppliers in accordance with the provincial procurement policy.

Application

This policy applies to all civil servants, whose terms and conditions are set out in accordance with the *Civil Service Act* and regulations, who are employed by the Government of Nova Scotia as well as any other employees who have been issued a PCard in accordance with this policy.

Policy Directives

- Cardholders must complete a PCard application to initiate a new card. Approval for a PCard is based upon the need to purchase business-related goods, services and construction in the course of employment with the Province of Nova Scotia, where there are efficiencies to be gained by simplifying the payment process.
- The Cardholder is the only person entitled to use their PCard and is responsible for all charges made against it. PCard purchases must be consistent with established procurement thresholds (individual transactions must be \$5,000.00 or less) and cannot conflict with existing procurement directives. PCards cannot be used for obtaining goods or services for which there is a current standing offer (see Public Procurement Policy).
- Cardholders are responsible for reviewing statements regularly to ensure that all charges are appropriate and accurate and must report unauthorized charges immediately to the financial institution and Operational Accounting for resolution.
- Cardholders must notify the banking institution immediately if their card is lost or stolen.
- Cardholders must obtain a detailed receipt or email statement when making purchases using PCards. Typical details include a description of the item or service being purchased, date of purchase, company name and mailing address, and amount of purchase. A summary receipt without these details will not be accepted for processing.
- Cardholders shall not make payments on the PCard.
- The PCard may be revoked at any time based on a Cardholder's change of assignment, location, or inappropriate use of the Card or failure to follow the directives and guidelines of this policy. The PCard is not an entitlement nor is it reflective of an employee's title or position.

Policy Guidelines

- Emails are sent by the card provider to the cardholder when a statement is available.
- Each PCard is given a monthly purchase limit, based on expected monthly usage.

- The use of multiple transactions to circumvent the single purchase limit, established in the Public Procurement Policy, is a violation of PCard policy and procedures.
- Any use of the PCard for purchases of a personal nature is strictly prohibited.
- A PCard cannot be used for travel expenses including meals, airfare, accommodations, and parking with the exception of airfare and hotel expenditures for Senior Officials, Cabinet Ministers and staff of the Premier's Office. Notwithstanding this exception, reporting of travel expenses will continue in accordance with the *Finance Act* and other directives.
- Unauthorized charges or improper use of the PCard will be subject to appropriate disciplinary action ranging from having the card revoked and up to and including termination.
- Cardholders must upload receipts for each transaction using the credit card provider software and ensure the account coding and purchase details are included. The purchase is then ready for approval by the cardholder's designated approver..
- Cost Centre Managers/Approvers review and approve each purchase and associated receipts to ensure they are compliant with policy.
- Cardholders are responsible to advise the banking institution of any charges on the statements which are not valid purchases.
- If the PCard is lost or stolen, Cardholders must immediately advise the banking institution and notify CorporateCreditCards@novascotia.ca as soon as possible.

Accountabilities

OPERATIONAL ACCOUNTING

- Approve PCard application forms.
- Provide the cardholder with a Corporate Purchasing Card Agreement that must be signed and returned to CorporateCreditCards@novascotia.ca before the card is released to the cardholder.
- Provide the Cardholder's Responsibilities document to the cardholder which outlines the Activation and Password process, Information on Lost and Stolen Cards, Resources and General Card responsibilities.
- Provide the Cardholder with a quick reference guide for the credit card software including training and tutorial links.
- Provide the Cardholder with the video link for training to assist cardholders in coding and accessing monthly statements.
- Provide Cardholder with the Pin Reset Guide

- Ensure Cost Centre Managers are aware of and are adhering to the Procurement Policy, Corporate Purchasing Card Agreement.
- Ensure audit requests from the Office of the Auditor General and the Internal Audit Centre are responded to upon request.

COST CENTRE MANAGER

- Set monthly PCard limits for each application based on anticipated usage and approve it
- Forward completed applications to CorporateCreditCards@novascotia.ca
- Maintain control procedures to ensure adherence to appropriate authorization and purchasing practices.
- Adhere to the Procurement and PCard Policies.
- Review and approve monthly PCard transactions using the credit card software. Ensure receipts are valid, attached, and the purchases are compliant with corporate policies and procedures.
- Follow departmental and corporate policies and procedures when faced with misuse of the PCard, such as unauthorized purchases.

CARDHOLDER

- Sign and adhere to the Corporate Purchasing Card Agreement.
- Ensure the Pcard is stored in a secure manner.
- Follow PCard and Procurement Policies.
- Obtain a detailed receipt or e-mail confirmation at time of purchase.
- Upload credit card purchase receipts to the credit card software.
- Ensure transactions are coded to the correct cost center and general ledger account before the transactions are saved and sent to the card approver for review and approval.
- Report lost or stolen PCard immediately to the card banking institution and email CorporateCreditCards@novascotia.ca to advise them a replacement card will be received.
- Cardholders are responsible for advising the banking institution of any charges on the statements which are not valid purchases.

Monitoring

Procurement, Operational Accounting, Internal Audit Centre and/or the Office of the Auditor General carries out audits of transactions regardless of value.

Freedom of Information

Expenditures made using a PCard, and their corresponding records, are subject to Nova Scotia's Freedom of Information and Protection of Privacy Act and its regulations.

References

Fuel Card Policy

Hospitality Policy

Public Procurement Policy

Freedom of Information and Protection of Privacy Act

Freedom of Information and Protection of Privacy Regulations

Enquiries

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