

Policy Name:	Procurement Card Policy
Originating/Responsible Department:	Financial Services
Approval Authority:	Senior Management Policy Committee
Date of Original Policy:	September 2002
Last Updated:	February 2026
Mandatory Revision Date:	February 2027
Contact:	Director, Strategic Procurement

Policy Statement:

The Procurement Card (Pcard) is made available to department or research Funding Source Owners (or their delegates, according to the University [Approval and Delegation of Authority policy](#)). Cardholders may use the Pcard to make departmental and research purchases within the levels of procurement authority delegated where it is efficient, economical and operationally feasible. Wherever possible, eShop is the preferred method of procurement.

Purpose:

The primary purpose of the Procurement Card Policy is to set out the terms and conditions under which the Pcard may be used by faculty and staff, including the eligibility and liability of each Cardholder. The Pcard:

- provides faculty and staff with convenient, efficient and cost-effective means to acquire low-value goods and services;
- reduces the costs and administrative processes to purchase low-value goods and services;
- improves the timeliness of purchases and control of Merchant payments, which includes the centralized use of Visa Payables Automation; and
- improves reporting and control on procurement activities that are not feasible using other means.

Scope:

The Procurement Card Policy applies to:

- all Cardholders and their related Funding Source Owner and/or supervisor; and
- the purchase of any good or service made using a Pcard, regardless of funding source.

This policy is in accordance with the governing directives and legislation applicable to a broader public sector institution, including without limitation:

- [The Broader Public Sector \(BPS\) Procurement Directive](#), effective April 1, 2024,
- [The Freedom of Information and Protection of Privacy Act \(FIPPA\)](#), and
- [The Accessibility for Ontarians with Disabilities Act \(AODA\)](#).

In addition to applicable procurement legislation and regulation, the university is also bound by requirements of funding agencies and contractual arrangements, to the extent that those requirements comply with the applicable procurement legislation and regulation.

The Procurement Card is a means of procurement, and purchases made using the Pcard are subject to all Procurement Policy requirements at all times.

Procedure:

All procedures related to the Pcard can be found on the [Procurement Services website](#), including, but not limited to, how to obtain a Pcard, report a lost or stolen Pcard, reconcile transactions and safeguard the Pcard. All individuals involved in Pcard administration, including individual Cardholders, supervisors and Funding Source Owners, shall be familiar with these procedures.

Cardholder Eligibility and Application Process

To be eligible for a Pcard the applicant must:

- Be a university faculty, staff member, or an individual authorized to purchase on behalf of a Funding Source Owner.
- [Submit a fully completed application](#) to Procurement Services.
 - For research indexes (fund), the application must be approved by the Funding Source Owner of the default FOAPAL. The default FOAPAL must be the faculty member's Internally Restricted Research fund (IRR).
 - For Departmental Indexes, the application must be approved by the applicant's Department Head (a Level 1 Executive/Senior Management approver).
- If the Cardholder's primary relationship with the university is as a student, the Pcard will automatically be suspended at the end of the summer term annually, and a new application must be submitted.
- Sign the Cardholder Agreement in advance of receiving their Pcard.

Liability

Cardholder Liability

- Assignment
Pcards are issued to a specific individual (the "Cardholder") and cannot be transferred to or shared with any other user. Pcards may not be used by anyone other than the Cardholder at any time, whether by physically using the Pcard or by sharing Pcard information.
- Responsibilities
It is the Cardholder's responsibility to:
 - Ensure the Pcard is used only in accordance with the university's Pcard Policy and [associated procedures](#);
 - Maintain control and security for the Pcard at all times; and
 - Maintain confidentiality of all information relating to the Pcard.
- Restrictions
The Cardholder is the only person authorized to use their Pcard and is responsible for all transactions.

Departmental Liability

- The department is liable for any fraudulent transactions which occur in the course of authorized business purchases and that are unrecoverable by the Card Issuer.
- The department may be charged for any unrecovered costs associated with fraudulent transactions at the time they are reported to the university by the Card Issuer.

Limitations on Pcard Use

Personal Use Prohibited

- Pcards must never be used for personal purchases.
- The university will hold the Cardholder fully responsible for all unauthorized purchases (i.e., those that are not business related) and any fees associated with those purchases.
- Failure to comply with the Pcard policy and procedures may result in revocation of the Pcard.

Spending Limits

Pcard spending limits are set as per the following parameters:

- Transaction Limit: a single transaction cannot exceed \$10,000 (including shipping charges, currency exchange and taxes).
- Monthly Limit: \$40,000 in total purchases for the month for operating and ancillary funds and \$10,000 in total purchases for research funds.

Purchases must not be split to circumvent Pcard or Procurement Policy limits.

Transaction Restrictions

Each card has embedded general restrictions on certain Merchant Category Codes (MCC) that typically fall outside the scope of business requirements or may violate other university policies (e.g., travel merchants, specialty retail stores).

The following goods and services may not be purchased with the Pcard:

- Regulated alcohol, cannabis products, controlled drugs, and narcotics regardless of their purpose (e.g. research);
- Research and laboratory items that are subject to regulatory control, such as animals, biohazardous materials, radioisotopes, radiation emitting devices including Lasers, X-Rays and UV equipment. While laboratory chemicals may be purchased with the Pcard, Acutely Toxic Chemicals are prohibited;
- Salary and salary-related charges including temporary help and [Consulting Services](#) fees, or [payments to individuals for services](#);
- Travel and Entertainment related expenses (these require the use of the [Corporate Travel card](#) and reimbursement through the appropriate processes, in alignment with the [Travel and Related Expenses policy](#));
- Transactions over \$10,000, including shipping charges, currency exchange and taxes;
- Cash advances; and
- Any purchases where the Cardholder has decision-making authority within the vendor organization or any conflict of interest exists.

Exception Requests

- If the Cardholder intends to make a purchase that contravenes any spending limits or transaction restrictions outlined in this policy, they may submit a one-time exception request by email to the Card Administrator, cc'ing their supervisor to confirm approval.
- Requests will be considered on a case-by-case basis and may be subject to additional review, or documentation requirements in alignment with relevant university policies.
- If the request is denied, a purchase requisition through eShop should be issued by the department.
- Any adjustments to the above parameters are subject to the written approval of Procurement Services.

Reconciliation and Required Records

Transaction Documents

Pcard transaction documents must:

- Include appropriate transaction details (vendor name and address, item description(s), itemized prices, sales taxes, shipping charges, etc.). This may include invoices or packing slips

with prices. A [Certificate of Missing Documentation](#) is required in the absence of supporting documentation; and

- Be obtained for each transaction and uploaded to [FAST Pcard](#) during the monthly reconciliation process as part of the statement approvals submitted.

Reconciliation of Procurement Cards Charges

Pcard transactions refresh daily and can be reconciled online through [FAST Pcard](#).

Audit

Pcard transactions may be subject to post-review audits. While transaction records are maintained in FAST Pcard, additional information or supporting documentation may be requested at any time to validate purchases and ensure compliance with university policies and related requirements. Requests may come from Procurement Services, other units within Financial Services, the Cardholder's supervisor, the Funding Source Owner of the default FOAPAL, or internal or external auditors.

Roles and Responsibilities:

The administration of the Pcard program includes the delegation of responsibilities, segregation of duties, and establishment of authority to ensure the appropriate level of control and integrity in the acquisition of goods and services for, and on behalf of, the university.

Procurement Services

Procurement Services is responsible for:

- Administering all commercial card programs and the Cardholder Agreement with the Card Issuer, including planning, developing and evaluating all aspects of the Pcard program and related policies and procedures;
- Reviewing all expenditures to evaluate the effectiveness of the program and identify any high-volume items that could be competitively quoted or bid;
- Registering eligible vendors to be set up as merchants with Visa Payable Automation; and
- Acting as liaison between the Card Issuer and the Cardholder community with respect to promotion of the Pcard program and any issue related to MCC codes, including the approval of any request for changes to the default limits.

More specifically, the Procurement Card Administrator is responsible for:

- Addressing any security issues raised by the Card Issuer;
- Maintaining Cardholder Agreements and other relevant documentation;
- Processing Pcard applications and approvals, including obtaining approval of default FOAPAL's by the appropriate Funding Source Owner, maintaining the database of Cardholders, adjusting cycle and monthly limits (subject to Procurement Services' approval), and issuing or replacing Pcards;
- Facilitating all training related to the Pcard program;
- Working with Cardholders to resolve billing disputes once attempts with the Vendor have been exhausted.
- Actively monitoring for and resolving potential program abuses, including monitoring all transactions in FAST Pcard; and
- Managing system configuration for each billing cycle.

Financial Services

To ensure Pcards are used appropriately, and all expenses are compliant and supported, other units

within Financial Services are responsible for:

- Monitoring the reconciliation of the monthly statements and upload of supporting documentation in FAST Pcard;
- Performing policy and funding agency compliance checks on the transactions. This may include requesting that Procurement Services suspend the use of the Pcard for failure to comply with policy; and
- Processing payments to the Card Issuer, as required under the Agreement.

Pcard Users

Failure to comply with the responsibilities for participation in the Procurement Card program may result in the Pcard being suspended. Cards which are suspended multiple times in the same fiscal year may be revoked.

Cardholder

Each Cardholder is responsible for:

- Using the Pcard appropriately for university business purposes in accordance with Procurement Card Policies and Procedures, Procurement Policy and related university policies.
- Notifying the Card Issuer and Pcard Administrator of a lost or stolen card, or any suspected fraudulent use, as the security of the Card is of the utmost priority;
- Resolving all questions or disputes directly with the vendor. If assistance is required, the Cardholder will contact the Card Administrator;
- Ensuring appropriate transaction documentation is obtained from the vendor;
- Reconciling each transaction to the appropriate FOAPAL in the FAST Pcard system, including attaching relevant transaction documents; and
- Submitting the Pcard reconciliation for approval monthly and by the deadline provided.

Funding Source Owner

The Funding Source Owner is responsible for:

- Approving any Pcard defaulted to the FOAPAL for which they are a Funding Source Owner. In so doing, the Funding Source Owner must give the proposed Cardholder posting rights to the fund so that they are able to reconcile transactions in FAST Pcard;
- Acting as a sponsor for the Card, and accepting responsibility for Cardholders who are students or affiliates (i.e. not a staff or faculty member);
- Notifying the Card Administrator of any changes in the Cardholder's status (e.g. employment termination, sabbatical, maternity leave, sick leave); and
- Reviewing all Pcard transactions on financial statements to ensure transactions and FOAPAL allocations are appropriate.

Supervisor

The Cardholder's supervisor is responsible for:

- Notifying the Card Administrator of any changes in the Cardholder's status (e.g. employment termination, sabbatical, maternity leave, sick leave); and
- Reviewing and approving the Cardholder's monthly Pcard reconciliation monthly and by the deadline provided, in accordance with university policies.

Contacts:

- Director, Strategic Procurement;
- Manager, Procurement Services;
- Procurement Services Administrator

Links to related Policies:

[Access to Information and Privacy Policy](#)
[Approval and Delegation of Authority Policy](#)
[Cloud Computing Security](#)
[Equipment Inventory](#)
[Food Services Policy](#)
[Procurement Policy](#)
[Responsible Conduct of Research](#)