PCard Procedure Refresher

Department:

As we welcome students to a new semester, Purchasing Services would like to provide a refresher on Pcard procedure, and advise of some recent updates.

We transitioned from the USBank Pcard to the Scotiabank Pcard in January, at that time the appropriate restrictions were not implemented on the Scotiabank VISA. We recently implemented the appropriate blocks according to the Purchasing policy.

As a reminder, Pcard holders are restricted from the following purchases under the procedure.

- Internal campus purchases, such as purchases from the University Bookstore and the University Hospitality Services;
- Travel and accommodations, such as flight, train, bus, coach, ferry, taxi, car rental, hotel and other travel incidentals;
- Meal and entertainment expenses, such as meal, alcohol.
- Gas for personal vehicle used for business trip [note];
- Cash advances and ATM withdrawals;
- Controlled goods and substances, such as hazardous material, radioactive materials and chemicals;
- Live animals and vertebrates;
- Goods that require a government permit, such as viruses;
- Items covered by Blanket Orders and Vendor of Record contracts where PCard is not set up as a payment method

Alternate methods of payment are to create either an LVPO or and HVPO, pay and claim through the expense reimbursement process, or request a cash advance, further information for travel expenses can be found here [1] and for payments and reimbursements here [2].

In very limited circumstances, we may grant certain exceptions for individuals. To request an exemption please email purchasing.helpdesk@uoguelph.ca [3]

Source URL:https://finance.uoguelph.ca/pcard-procedure-refresher

Links
[1] https://uoguelphca.sharepoint.com/sites/Expense-Reimbursements [2] https://finance.uoguelph.ca/finance/departments-services/procurement-and-payables/payments-reimbursements [3] mailto:purchasing.helpdesk@uoguelph.ca