
	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	FIN-6005 P-Card Policy February 13, 2017 Corporate Services


Policy Statement:

The purpose of this Policy is to set out the responsibilities and obligations under which Town of Vegreville (Town) employees may receive and use a P-Card for activities required for conducting business on behalf of the Town.

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1.0 Reason for Policy

To provide a convenient, cost effective and less cumbersome method of procuring and paying for low value goods and services by simplifying the procurement process, reducing accounting paperwork, expediting vendor payments and empowering staff who have procurement responsibilities.

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2.0 Definitions

- 2.1 **P-Card** – The P-Card is a corporate credit card that can be used by the authorized employee to purchase, with certain restrictions and limitations, goods and services necessary to conduct business of the Town of Vegreville. As the P-Card is issued to the Town of Vegreville for use by the authorized cardholder, it will not affect the cardholder’s personal credit.

- 2.2 **Cardholder** – A Town employee who has been issued a P-Card and who are authorized to make payments in accordance with this policy.

- 2.3 **P-Card Administrator** – The person responsible for all program details, including all cardholder inquiries.


- 2.4 **Employee Agreement Form** – A contract to define the limits of use for Town issued credit cards provided to certain employees in order to make purchases of goods and services.

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3.0 Cardholder's Responsibilities


The Cardholder is responsible for ensuring the P-Card is not used for personal expenses and is used in accordance with this Policy and that expenditures comply with budgetary limits and other policies and procedures.

- 3.1 P-Cards include Merchant Category Code (MCC) restrictions which means that transactions will be declined if the vendor does not fall within the approved MCCs. These MCC restrictions include gambling establishments, cash advances and other goods and services not expected to be necessary for the conduct of the Town's business.
- 3.2 Other inappropriate use of the P-Card includes: purchases beyond the Cardholder's assigned limit, whether in a single or multiple purchases; personal purchases; the purchase of gift cards; purchases that are not appropriate use of the Town's funds; and, purchases not in the regular course of business.
- 3.3 The cardholder is financially responsible for all unauthorized or inappropriate purchases and any fees associated with those purchases.
- 3.4 Failure to comply with this Policy will result in revocation of the P-Card and may also result in disciplinary measures against the Cardholder.
- 3.5 The cardholder, whenever possible, will ensure that the receipt or invoice contains the vendor name, vendor address, description of the goods or services purchases, and the applicable taxes.
- 3.6 The Cardholder is responsible for submitting a reconciliation of all purchases.
- 3.7 The cardholder is responsible for reconciling all purchases against the credit card statement and providing copies of all receipts and documentation relating to the purchase within 4 days of receiving the credit card statement.

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4.0 Issuance of a P-Card

- 4.1 Requests to become a P-Cardholder are made via the P-Card request Form and are approved by the Department Director.
- 4.2 The P-Card limits will be determined by based on the cardholder requirements on an individual basis and based on pre-determined limits assigned to the cardholder’s position.
- 4.3 The P-Card administrator is responsible for determining the cardholder requirements and notifying the cardholder of all limits at the time that the P-Card is issued to the employee. Once limits have been established then a complete list of cardholders and established limits will be sent to the Corporate Services Director.
- 4.4 Once a P-Card request has been approved, the P-Card Administrator will forward a copy of this Policy along with the Cardholder Agreement to the cardholder.
- 4.5 The P-Card cardholder must sign a Cardholder Agreement and return the signed copy to the P-Card Administrator before the P-Card will be issued.

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5.0 Record Retention

The P-Card Administrator is responsible for accumulating and arranging for appropriate secure storage of the transaction documents for a period of seven (7) years.

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6.0 Resolving Disputes with Vendors

- 6.1 Cardholders are encouraged to resolve all discrepancies with vendors directly.
- 6.2 In the event a vendor charges you for goods or services not received to your satisfaction, and the issue cannot be resolved to your satisfaction with the vendor, the cardholder will contact the P-Card Administrator for assistance and, if necessary, will escalate the issue to the P-Card financial institution as a formal transaction dispute.
- 6.3 Cardholders will address returns and credits of goods and services as separate transactions.
- 6.4 Returns or credits are not to be handled as exchanges or combined with other purchases.
- 6.5 Cardholders cannot accept cash refunds.
- 6.6 It is the cardholder’s responsibility to know the vendor’s return policy.


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7.0 Lost or Stolen Cards

- 7.1** If a P-Card is lost or stolen, the cardholder must immediately:
 - 7.1.1 Inform the P-Card financial institution;
 - 7.1.2 Inform the P-Card Administrator via email.

- 7.2** The P-Card Administrator will immediately deactivate the P-Card and send an acknowledgement to the cardholder and the cardholders Director informing them of this action.

- 7.3** The P-Card Administrator will arrange for a replacement P-Card to be sent to the employee.

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8.0 Process Required When Cardholder Leaves the Town of Vegreville

- 8.1 Upon termination of employment of a Cardholder, the P-Card must be returned to the Cardholder's manager with an up-to-date reconciliation. The Cardholder's manager must then forward the P-Card to the P-Card Administrator.

- 8.2 The Manager must immediately inform the P-Card Administrator via email that the Card of the named Cardholder should be deactivated at which time the P-Card Administrator will immediately deactivate the P-Card and send an acknowledgement to the authorized manager.



 Mayor Tim MacPhee



 Cliff Craig CLGM, Town Manager