

Title: P-Card Guidelines**Procedure Number: CSCM-P22****Date: 01/03/2018****Purpose:** *Outlining the guidelines for UNBC P-Card use.***References:** *The UNBC P-Card is encouraged to be used for small dollar and one-time material purchases less than a \$1000.00. Cardholders must adhere to the Purchasing Policy: <https://our.unbc.ca/sites/Policies/development/Policy/Purchasing%20Policy.pdf#search=purchasing>***Guidelines:**

1. *The card must be used only to make authorized University purchases within the established card limits; having a single purchase split into two (2) or more credit card transactions is prohibited.*
2. *Orders for goods can be placed by phone, fax or internet from domestic and foreign vendors.*
3. *The Cardholder must retain the original itemized receipts. The credit card transaction receipt is not an acceptable receipt.*
4. *Examples of **Allowable Transactions** include:*
 - *Memberships and subscriptions*
 - *Books*
 - *Goods not available from preferred suppliers (eg: one-time purchases)*
 - *Conference registrations*
 - *Travel expenses – airfare, accommodations, meals, vehicle rental etc. (All travel and car rentals must be on the UNBC P-Card to benefit from the P-Card insurance)*
 - *UNBC vehicle mechanical repairs*
5. **Restricted Purchases** - *The P-Card must not be used for the following:*
 - *Personal expenses*
 - *Cash advances*
 - *Gift Cards*

- *Donations and sponsorships*
- *Gifts of alcohol.*
- *Maintenance contracts and lease agreements*
- *Contracts and payments to individuals and small unincorporated companies (i.e. sole proprietorships) for services.*
- *Equipment rentals exceeding thirty (30) days*
- *Services provided through Facilities and Operations (e.g. construction/building maintenance)*
- *Restricted or controlled goods (as outlined below)*
- *Certain goods purchased from foreign locations (as outlined below)*

6. Restricted or Controlled Goods - *Restricted or controlled goods must be requested using the FAST Web Requisition System. The following goods are examples of unallowable purchases on the P-Card.*

- *Controlled substances*
- *Radioactive and infectious disease materials*
- *Radiation equipment*
- *Compressed gases*
- *Pressure equipment*
- *Commercial lab alcohols including ethyl alcohol and denatured alcohol*
- *Laboratory and research animals*
- *Energy-using products (i.e. furnaces, boilers, heaters, pumps, air conditioners)*

7. Foreign Goods - *Restricted or controlled goods entering Canada from the USA and International locations are not to be ordered using the P-Card regardless of the value of the goods.*

- *Live animals, fish and plants*
- *Animal embryos and semen*
- *Human and animal organs, tissues and sera*
- *Food products (i.e. seeds, soil, lumber, turkey, chicken)*
- *Fertilizers*
- *Carbon steel and specialty steel products (i.e. stainless steel wire)*
- *Textile and apparel products*
- *Rough diamonds*
- *Explosives, propellants, safety flares, pyrotechnics*
- *Precursor chemicals and controlled drugs or narcotics*



8. **Equipment Assets** - The University records assets with an acquisition value of \$2500 or greater and any portable items under \$2500 the University deems necessary as prone to loss or theft.

9. **Shipping Instructions** - All goods are to be shipped to Distribution Services – Main Receiving Dock, 3333 University Way, Prince George, BC, V2N 4Z9 and clearly identify the Cardholder name on the box and packing slip.

Revision Log:

Revision Date	Version	Description	Initials