

Thompson Rivers University's Purchasing Card (P Card) program is designed to provide a convenient and simplified procurement and payment process for low dollar value goods and services. Purchases are to be made in accordance with the Employee Acknowledgement Agreement, Purchasing Card Handbook and TRU Policies. Before you sign and submit an application to obtain a Purchasing Card, read the following thoroughly, as it governs the use of the Purchasing card. **This form must be signed and submitted with your application**

PROHIBITED P CARD USE

- Personal and Private Use - The P Card cannot be used to make personal purchases or for personal entertainment.
- Split Purchases – P Card transactions must not be split to divide a larger purchase which is over the Cardholder's single purchase limit
- Email Purchases – P Card information is not to be forwarded to a vendor electronically through email, text, social media, etc.

PROHIBITED GOODS AND SERVICES

The following Goods and Services are prohibited P Card purchases unless prior approval is granted by Procurement Services. These include:

- Alcohol without prior approval (All expenses for alcohol must be approved by the departmental VP or in the case of TRU World, AVP)
- Apparel
- Cash advances, negotiable securities, ATM Transactions, financial instruments including bank drafts and money orders
- Internet connection charges or services
- Cell phones, Cellular phone monthly charges, I Pads and I Pad monthly charges, Telecommunications (equipment and service), (see IT Services)
- Computer desktops, laptops, software and equipment (i.e. keyboard) (see IT Services)
- Construction, renovations, or architectural services.
- Consulting services/independent contractor services, Direct employment of individuals, Temporary office help
- Contracted goods and services and any other purchase for which a Vendor requires a contract to be signed
- Deposits
- Donations
- Online auction sites
- Employee moving expenses
- Entertainment
- Fines
- Firearms, ammunition, explosives
- Furniture
- Controlled drugs, and substances
- Cylinder gases
- Hazardous materials
- Human pathogens
- Laboratory and research animals
- Precious metals
- Radioactive materials

- Long-term rentals and leases, Lease of equipment (in excess of six months or fiscal year/cycle), Vehicle leases and repairs
- Fuel for fleet vehicles (must use the ARI Fleet fuel card)
- Maintenance agreements
- Parking violations (fines)
- Printing services relating to the reproduction of multiple copies of copyrighted materials where copyright clearance has not been obtained
- Real estate rentals/leases
- Recurring purchase agreements that include automatic withdrawals from the P Card over a specified timeframe.
- Training that is a taxable benefit
- Travel costs for family members
- Tuition, course fees or scholarships

RESTRICTED P CARD PURCHASES

Gift Certificates/Gift Cards:

Gift certificates/cards may be purchased on a P Card under very limited circumstances

- must be approved by Procurement Services in advance:
- Are under \$100.00 each
- As a thank you for services performed on behalf of the University that are not of a remuneration nature.
- Not for faculty or staff (exception: Retirement ADM07-0)

It is the responsibility of the cardholder to ensure purchased gift cards/certificates are for authorized TRU expenses and in accordance with TRU Policies ADM19-1 Expenses, ADM04-2 Conflict of Interest, and ADM07-0 Employee Recognition.

Initial the following:

- I have read and understand the preceding list of prohibited and restricted purchases.
- I have read and understand the policies relevant to my functional area (visit <https://www.tru.ca/policy/allpolicy.html>)
- I have read and understand the P Card Handbook (visit <https://www.tru.ca/purchasing/forms.html>)
- I understand that the P Card is only to be used by myself and that unauthorized sharing of the credit card or credit card information will result in the suspension of P Card privileges
- I understand that any changes relating to the P Card account must be reported to Procurement Services via the Application to Amend P Card form

Cardholder Name	Cardholder Signature	Date

I authorize Thompson Rivers University to deduct from my pay cheque any amounts charged to my P Card that TRU Procurement Services determines to be contrary to the Employee Acknowledgement Agreement, Purchasing Card Handbook or TRU Policy.

Access to FAST is required in order to obtain a P Card. Please ensure you have obtained this access prior to applying for a P Card. This form must be signed by the applicant and authorized by their Dean/Director. Once the form is completed, scan it to purchasing@tru.ca.

This P Card application form consists of three sections

1. P Card Applicant
2. P Card Application Authorization (Director/Dean/Executive approval)
3. P Card Statement Approver (if different from P Card Application Authorization)

1. APPLICANT INFORMATION

Please notify Procurement Services if you are registered in FAST with a given or surname that differs from the following information

Last Name: _____ First Name: _____

Position Title: _____ Telephone Number: _____

Department Name: _____ Email: _____

Card Requestors Signature: _____

*My signature acknowledges that any personal/unauthorized purchases or purchases outside of TRU policy may require reimbursement to TRU. Failure to reimburse the charge upon request will result in payroll deduction.

PURCHASING CARD REQUIREMENTS
DEFAULT BUDGET CODES

Fund	Organization	Account	Program	Activity
		750020		

Estimated Monthly Spend: \$ _____

Open for Travel (circle one): Yes / No

Please provide a brief justification for your request:

PURCHASE LIMITS

The following maximums will be applied unless otherwise requested below:

Transaction Limit: Default \$1,500.00 CDN Maximum

Monthly Limit: Default \$10,000.00 CDN per month

DEVIATION FROM STANDARD SPEND LIMITS

Justification for limits above the default spend limits:

Requested: per transaction: \$ _____ Monthly: \$ _____

THIS PAGE TO BE COMPLETED BY DEPARTMENT HEAD AND APPROVER

2. P CARD APPLICATION AUTHORIZATION – DIRECTOR/DEAN/EXECUTIVE

P Card Application must be authorized by a Director/Dean/Executive

Initial to acknowledge the following:

- I have received or scheduled approver training from Procurement Services
- I understand failure to attend P Card approver training on a biennial basis will result in the suspension of my approver status until training is complete
- I understand advising a cardholder to purchase a prohibited/restricted item not in accordance with the Employee Acknowledgement Agreement, Purchasing Card Handbook and TRU Policies will result in the loss of P Card privileges for both myself and the cardholder and will require immediate reimbursement to TRU by the cardholder and/or the approver.
- I understand that if any cardholder that I have authorized purchases personal, prohibited or restricted items, I as the approver am responsible to see that the cardholder makes reimbursement to the University.
- I understand repeat purchases not in accordance with the Employee Acknowledgement Agreement, Purchasing Card Handbook and TRU Policies will result in the loss of P Card privileges for my department

Director/Dean/Executive Name (printed):	Signature:	Date:
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My signature indicates that I authorize the Employee indicated on this form to use the P Card according to the P Card Handbook and University Policies/Guidelines.

3. P CARD STATEMENT APPROVER (if different from above)

Initial to acknowledge the following:

- I have received or scheduled approver training from Procurement Services
- I have budgetary authorization on the provided budget coding up to the requested limits
- I understand failure to attend P Card approver training on a biennial basis will result in the suspension of my approver status until training is complete
- I understand advising a cardholder to purchase a prohibited/restricted item not in accordance with the Employee Acknowledgement Agreement, Purchasing Card Handbook and TRU Policies will result in the loss of P Card privileges for both myself and the cardholder and will require immediate reimbursement to TRU by the cardholder and/or the approver.

Statement Approver Name (printed):	Signature:	Date:
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FOR PROCUREMENT SERVICES OFFICE USE

Procurement Approval:	Date:
AVP, Finance Approval:	Date: