



62.62 College Purchase and Vehicle Cards Procedure

Executive Sponsor	Vice President, College Services and Strategy
Policy Steward	Chief Financial Officer
Approval authority	Executive Council
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1.0 Purpose

1.1 This procedure governs the use and administration of the College Purchase and Vehicle Cards Policy.

2.0 Scope

2.1 This procedure document applies to all employees who have been issued a College Purchase Card or who use a College Vehicle Card.

3.0 Definitions

Term	Definition
College Purchase Cardholder	Any NSCC employee to whom a College purchase card has been issued.
Custodian of Vehicle Cards	NSCC employee responsible for ensuring that vehicle cards are securely stored when not in use, controls access of vehicle cards to authorized users and reconciles the monthly vehicle card statements.
Purchase card	Credit card used for College related purchases.
Vehicle Card	Credit card used to purchase fuel and minor maintenance expenses for College owned or leased vehicles.
Vehicle Card User	Any NSCC employee who is authorized to use a College vehicle card.

4.0 Procedure

4.1 Application for College Credit Cards

a) College Purchase Card

- i. An employee must complete a College Purchase Card application form to apply for a College purchase card. The application form can be found on Connect: [College Purchase Card application](#)
- ii. Purchase card applications must be approved as follows:
 - By the Manager of Administrative Services (MAS) for Campus purchase cards.
 - By the cardholder's immediate supervisor for Central Officer purchase cards.
 - The Chief Financial Officer (CFO) or Manager, Reporting and Treasury must approve all purchase card applications.



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- i. In addition to completing the application form, the employee must also provide details regarding the type of items or services the employee expects to purchase using the College Purchase Card.
- ii. By signing the *College Purchase Card Application*, the applicant and supervisor are acknowledging their responsibility for ensuring proper use of the card and confirming their understanding of the policies and procedures.

b) College Vehicle Card

- i. Requests for vehicle cards must be submitted by email to the Manager, Reporting and Treasury as follows:
 - By the MAS for Campus vehicle cards.
 - By the Director, Facilities and Engineering for Central Facilities vehicle cards.
- ii. The request for a College vehicle card must include the name of the staff member who will be the custodian of the vehicle card(s). The custodian will be responsible for ensuring the vehicle cards are securely stored, when not in use, will control access to the vehicle cards to employees who are authorized to use the vehicle cards and completing the monthly reconciliation of the vehicle card statement(s).

4.2 Registration with US Bank Portal

- a) Purchase cardholders must self-register to use US Bank Access Online to access the monthly credit card statement. US Bank Access Online can be accessed via the following link: <https://www.access-online.com>
- b) Once the registration process is complete, users can login to the US Bank Access Online using the following login attributes:
 - i. Organization Short Name - NSCC
 - ii. User ID - Set up at the time the application is submitted to US Bank. Users will receive an email confirming the user ID.
 - iii. Password – set up by the users at the time of registration with US Bank Access Online
- c) The most recent monthly credit card statement is available online on the 7th of every month if this date falls on a weekday. If the 7th falls on a weekend, the monthly credit card statement will be available on the next business day following the 7th. Cardholders can set up email notifications to be sent advising them of when the monthly credit card statement is available. Details on how to set up email notifications are provided below.
- d) Credit card holders must register multiple times with US Bank, once for each different credit card type held or used.



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4.3 Credit Card Statements

- a) Credit card statements that are downloaded from US Bank contain the full 16-digit credit card number. Users who access and download credit card statements must delete or otherwise remove the full credit card number from the credit card statement.
- b) [62.31 Payment Card Industry Policy](#) prohibits:
 - i. Electronically storing documents that contain full credit card numbers. Therefore, users must remove the full credit card number before electronically storing the credit card statement.
 - ii. Sending documents by email or other electronic means if the document contains a full credit card number. Therefore, users must remove the full credit card number from credit card statements before sending credit card statements by email or any other electronic transmission method.
- c) Information on redacting/removing credit card numbers is available on Connect: [How to Delete Credit Card Details from Credit Card Statements](#).

4.4 Reconciliation Process

- a) Purchase cardholders or vehicle card custodians are responsible for retrieving the monthly credit card statement online. Staff responsible for reconciling credit card statements must review the accuracy of the charges. The statement must be reconciled to the supporting receipts and all expenses/receipts must be substantiated. The detailed receipt AND credit card receipt must be attached to the statement. The cardholder is required to sign and date the statement as confirmation that the document is correct and that all expenditures are related to College business.
- b) All expenses need to be substantiated. The documentation can be included or attached to the credit card statement or information can be included on the supporting receipt.
- c) The credit card statement must be reconciled before the following month's statement is received. This provides approximately one month to reconcile the statement.
- d) A copy of the PO or DPO must be attached to the credit card receipt if this is a requirement for the item purchased.
- e) A copy of the documented pre-approval (e.g., IT/technology purchases, gifts) must be attached to the credit card statement if this is a requirement for the item purchased.
- f) If a receipt is lost, the expense must be substantiated with an explanation and details of the transaction. Also, the manager/supervisor should initial the corresponding transaction on the statement.
- g) After the statement has been reconciled to the supporting receipts, substantiated, signed and dated, it must reviewed and approved to confirm compliance with NSCC financial policies and to check accuracy of journal vouchers to reallocate VISA charges if required. The responsibility to review and approve is as follows:



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- The Manager, Administrative Services (MAS) for Campus purchase and vehicle cards.
 - The cardholder's immediate supervisor for Central Office purchase cards.
 - The Director, Facilities and Engineering for Central Facilities vehicle cards.
- h) Once approved and reviewed, the reconciled statement along with all detailed receipts must be submitted to the Central Finance Department. Finance will complete a detailed audit of the reconciled statements to ensure compliance with all NSCC financial policies. The audited statements will be retained in the Central Finance Department.

5.0 Policy Supports

- 62.21** Procurement Policy
- 62.22** Procurement Procedures
- 62.31** Payment Card Industry Policy
- 62.51** Entertainment & Other Expenses Policy
- 62.61** College Purchase and Vehicle Statement
- 62.71** College Travel Card Policy
- 76.21** Fraud Policy