Purchasing Card Training
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Purchasing card program summary

• PCards provide a convenient, efficient and cost effective method to make low dollar (less than $2,500) purchases and payments.

• They allow for online reconciliation and coding of charges (through BMO details Online).

• PCards are not intended to avoid or bypass university policies or procedures.

• Cardholders are expected to use their PCards responsibly, to comply with all UVic’s policies and procedures and the Purchasing Card Handbook.
Purchase restrictions

- PCards have restrictions on specific types of purchases, vendor types and dollar limits to provide expenditure controls.

<table>
<thead>
<tr>
<th>Restricted items list</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personal or private use.</td>
</tr>
<tr>
<td>2. Cash advances, ATM transactions, bank drafts or money orders.</td>
</tr>
<tr>
<td>3. Rental agreements longer than six months or the fiscal year – a rental agreement on a PCard must end before the end of the fiscal year.</td>
</tr>
<tr>
<td>4. Lease of equipment – a lease is a longer term commitment than a rental agreement and typically results in penalties if the contract is broken. If it is not clear if the agreement you want to enter into is a rental or a lease, contact Purchasing Services in advance of purchase.</td>
</tr>
<tr>
<td>5. Training that is a taxable benefit.</td>
</tr>
<tr>
<td>6. Entertainment, alcoholic beverages, and food unless expressly allowed by the Hospitality Policy FM5600.</td>
</tr>
<tr>
<td>7. Gasoline and automobile repairs and expenses.</td>
</tr>
<tr>
<td>8. Staff travel expenses (hotel, air, ferry, vehicle rentals, bus, rail, meals, etc.). Refer to Travel and Business Expense Policy HR6500.</td>
</tr>
<tr>
<td>9. Purchases with merchants known to be legally encumbered.</td>
</tr>
<tr>
<td>10. Purchases that are part of a capital project including capital costs and related soft costs.</td>
</tr>
<tr>
<td>11. Consulting fees and professional contracted services of individual contractors.</td>
</tr>
<tr>
<td>12. Building or equipment maintenance – except for minor maintenance with prior approval of Facilities Management.</td>
</tr>
<tr>
<td>15. Radioactive materials.</td>
</tr>
<tr>
<td>16. Controlled substances.</td>
</tr>
<tr>
<td>18. Household moving expenses.</td>
</tr>
<tr>
<td>19. Office furniture – all office furniture purchases must go through Facilities Management as per Furnishings, Fittings &amp; Finishes Policy BP3130.</td>
</tr>
<tr>
<td>20. Laboratory and research animals.</td>
</tr>
<tr>
<td>21. Services performed at UVic facilities</td>
</tr>
<tr>
<td>22. Services resulting in significant potential risk or exposure to liability for the University, such as health, safety, occupational, or environmental risks – a Services Agreement is required for these types of purchases.</td>
</tr>
<tr>
<td>23. On-campus/interdepartmental purchases or transactions except non-computer retail purchases at the Bookstore. Interdepartmental charges must be processed by journal voucher.</td>
</tr>
<tr>
<td>24. Computers and software – all computer and software purchases must have technical approval and go through the Technology Solutions Centre. Refer to the technology acquisition process.</td>
</tr>
<tr>
<td>26. Gift cards – contact Purchasing Services if purchase of gift cards is required.</td>
</tr>
<tr>
<td>27. Cell phones and cell phone service plans – university cell phone and plan purchases must go through the Technology Solutions Centre.</td>
</tr>
</tbody>
</table>

Restricted items are also listed on the [Purchasing Services website](#).
Violations

• The following violations can cause the deactivation and termination process to begin:
  • PCard is used to purchase restricted items, including personal purchases.
  • Repeated, late submission of PCard statements.
  • Repeated, missing backup documentation or failure to respond to requests for further information to support the expenditure as being appropriate for university purposes.
  • Repeatedly splitting transactions to circumvent transaction limits.
  • Repeatedly missing approval signatures.
  • Not reporting a lost or stolen card.

• Refer to the Purchasing Card Handbook for further information on PCard violations.
Reporting requirements

• Monthly statement submission to Accounting Services with:
  • Supporting documentation (receipts for all transactions on the statement).
  • Signatures from both the cardholder and the cardholder’s one over one supervisor.

• If necessary, reallocate transactions to a FAST account other than the cardholder’s default.
  • Login to BMO details Online to reallocate.
  • If transactions are reallocated, re-print the statement for the month to show the new coding for those transactions, sign and submit this to Accounting Services with supporting documentation.

• Submit the signed and approved statement with supporting documentation to Accounting Services within 10 business days after the PCard statement date.
  • Submission deadlines are available on the Purchasing Services website.
Delegation

• What can be delegated to an administrative support person?
  • If the cardholder is away from the university for an extended period of time while carrying on their regular work activities and there are charges to their PCard, an administrative support person can help coordinate the submission of the cardholder statement with supporting documentation to Accounting Services.

• What can not be delegated to an administrative support person?
  • A cardholder may NOT delegate monthly statement approval to administrative support staff.
  • A cardholder may NOT allow other people to use their PCard to make purchases. The PCard is for the use of the cardholder only.
Absentee cardholders

- Monthly reporting to Accounting Services is required whenever there are charges to a PCard.
- If you are going to be away from the university for an extended period of time while carrying on your regular work activities and still have charges to your PCard, work with the administrative person in your department to submit the necessary documentation to Accounting Services.
  - Provide an approval of your monthly statement by email to an administrative support person in your department.
  - Scan images or pictures of receipts as interim documentation until you return to campus and can provide original receipts to Accounting Services.
  - The administrative support person can coordinate one over one supervisor approval and submit the statement with a copy of your approval email and pictures of receipts to Accounting Services.
  - Upon return to campus, you must submit the original receipts to Accounting Services.
- If you are going to be absent for longer than three months and still require the use of your PCard, contact Accounting Services.
Expectations of cardholders

- Cardholders are expected to adhere to the cardholder agreement, university policies, and the responsibilities set out in the Purchasing Card Handbook.
  - Timely reporting with all required documentation and approvals.
  - Follow university policies and use supply agreements where they exist.
  - Follow up with vendors on disputed items.
  - Respond to requests from Accounting Services regarding overdue statements or missing information.
  - Keep the BMO details Online cardholder profile current, including an up to date email address.
  - The cardholder is the only person to use the PCard.
  - Inform Purchasing Services of cardholder changes (name, department, contact).
Cardholder account set up

• How to activate your new card:
  • Call the 1-800 number on the back of your card, your security code is your UVic V#.

• Default FAST account coding:
  • All transactions will be charged to the default FAST account code provided on your PCard application. If individual transactions need to be charged to a different account code, it must be reallocated in BMO details Online (instructions on how to do this are in the following slides).
  • If the default account coding is incorrect or has changed, contact Purchasing Services to have the default FAST account coding updated.
BMO details Online – administration

• Login page: https://www.bmodetailsonline.com/

Enter your user ID and password that was sent to you via email

Register for details Online:
Program Administrators can sign up for details Online by completing a Registration Form.

UNAUTHORIZED ACCESS TO THIS SYSTEM IS PROHIBITED
BMO details Online – home page

- Important places to go: profile, statements, transactions, reports
BMO details Online – home page

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BMO details Online – home page

- Important places to go: profile, statements, transactions, reports

![BMO details Online home page screenshot]

Welcome, John Doe

Reprint monthly statement

Quick Links
- Statements
- Transactions

Account Summary

<table>
<thead>
<tr>
<th>Credit Limit</th>
<th>Current Balance</th>
<th>Credit Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000.00</td>
<td>200.00</td>
<td>4800.00</td>
</tr>
</tbody>
</table>

BMO News
May 21 Feature to switch cardholders to eStatements

5569 1111 2222 3333
BMO details Online – my profile

- In ‘my profile’, you can change your: password, security questions, contact information, and personal settings.

<table>
<thead>
<tr>
<th>Administration</th>
<th>Corporation</th>
<th>Corporation #</th>
<th>0909043</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Password</td>
<td>Role</td>
<td>Custom Statement Reporting</td>
<td></td>
</tr>
<tr>
<td>Change Security Questions</td>
<td>Hierarchy Point</td>
<td>JOHN DOE</td>
<td></td>
</tr>
<tr>
<td>User Name</td>
<td>User ID</td>
<td>D131340/JOE</td>
<td></td>
</tr>
<tr>
<td>Approval Authority</td>
<td>5000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone #</td>
<td>Email Address</td>
<td>250-999-9999</td>
<td><a href="mailto:jdoe1@uvic.ca">jdoe1@uvic.ca</a></td>
</tr>
<tr>
<td>Fax #</td>
<td>Email Notification</td>
<td></td>
<td>Statement Only</td>
</tr>
<tr>
<td>Time Zone</td>
<td>Start Date (mm/dd/yyyy)</td>
<td>GMT-05:00 Eastern Standard Time - EST</td>
<td>01/07/2009</td>
</tr>
<tr>
<td></td>
<td>End Date (mm/dd/yyyy)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the links to change your password and set up security questions.

Update email address, select type of email notification.
Locked out of BMO details Online?

- If you have forgotten your password, use the ‘forgot password’ option on the login page.
  - Enter the BMO user ID and email address that is on the cardholder account.
  - You will be asked a security question. If you answer correctly, an email with a password reset will be sent to your email address.
  - Use this new password to log into BMO details Online. You will be prompted to answer another security question once you enter your user ID and temporary password.
  - You will then be prompted to create a new password.
- If you answer the security question incorrectly, you will be locked out of BMO details Online.
- If you enter an incorrect login password 3 times, you will be locked out of BMO details Online.
- If you are locked out of BMO details Online, contact the UVic PCard Administrator to unlock your account.
BMO details Online – statement review

• You can view your PCard transactions online any time.
• The monthly statement is available on the 4th of the month.
• Review your statement for:
  • Unexpected transactions.
  • Transactions that need to be reallocated to different FAST coding.
  • Disputed items (follow up with vendors as necessary).
BMO details Online – statement review

- Select the statement for the current reporting period

1. Click on the ‘Statements’ tab at the top of the web page.
BMO details Online – statement review

- Select the statement for the current reporting period

2. Click on 'View Statement'
OR
Click on the 'State ID' to open up this statement
BMO details Online – statement review

- Review the transactions on your statement for unexpected transactions, disputed amounts, amounts that need to be reallocated.
  - Follow up with vendors as required.

To view details of a specific transaction, click on the ‘Tran ID’ number on the left of the statement. (see the next slide for the transaction detail page).
BMO details Online – transaction detail

• To review the details of a specific transaction and if necessary reallocate the transaction to a different FAST code.

1. To reallocate a transaction to a different FAST code, enter the changes here.
BMO details Online – transaction detail

- To review the details of a specific transaction and if necessary reallocate the transaction to a different FAST code.

2. If you have made changes to the FAST code, you can also validate the GL code here.

2. If you have made a change to the FAST codes, click here to validate that the new code exists.
BMO details Online – transaction detail

- To review the details of a specific transaction and if necessary reallocate the transaction to a different FAST code.

3. Once you have reallocated the transaction, you must approve the transaction, and save your changes.
BMO details Online – transaction detail

- To review the details of a specific transaction and if necessary reallocate the transaction to a different FAST code.

4. Click ‘split transaction’ to allocate the transaction between 2 or more FAST accounts.
BMO details Online – reprint statement

- If you have reallocated transactions after the statement date, reprint the statement. Use this reprinted statement for approval signatures and return it to Accounting Services with supporting documentation.

1. To reprint the UVic formatted signature statement, go to the ‘Reports’ tab at the top of the webpage and click on the ‘Custom’ folder.

2. The UVic formatted signature statement is called ‘SignatureAccountStatement (Portrait)’.
BMO details Online – reprint statement

• Once you have clicked on the ‘SignatureAccountStatement (Portrait)’ report, select the date range for your statement.

3. To reprint your statement, select the reporting period (UVic PCard statement dates are from the 4th of the month to the 3rd of the following month). Click ‘Submit’. Your statement will open in a new browser window and you can select the ‘download’ option from the top of the screen.
4. Click Download to export report.

5. Click All in Page Range, click view report.
6. Account Statement appears. To print, click File and select print.
Reporting and follow up

- Statements are due to Accounting Services 10 business days after the statement date.
- If not received, a reminder email will be sent 5 days after the statement due date.
- If not received, a second reminder email will be sent 10 days after the statement due date.
- If not received, a third reminder email will be sent 15 days after the statement due date. No further reminders will be sent to the cardholder.
- If your statement from 3 months ago has not been submitted, your PCard will be recommended for deactivation until ALL statements are received by Accounting Services.
# PCard contacts

<table>
<thead>
<tr>
<th>Topic</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>• New card request</td>
<td>Purchasing Card Administrator - Rosanna Perri</td>
</tr>
<tr>
<td>• Card change request</td>
<td>T: 250-472-5041 E: <a href="mailto:rperri@uvic.ca">rperri@uvic.ca</a></td>
</tr>
<tr>
<td>• Card cancellation request</td>
<td>OR</td>
</tr>
<tr>
<td>• New cardholder training</td>
<td>Asst Purchasing Card Administrator - Dana England</td>
</tr>
<tr>
<td>• Queries on purchase restrictions</td>
<td>T: 250-472-5147 E: <a href="mailto:dengland@uvic.ca">dengland@uvic.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>• Lost or stolen card</td>
<td>Purchasing Card Administrator</td>
</tr>
<tr>
<td></td>
<td>AND</td>
</tr>
<tr>
<td></td>
<td>BMO 1-800-361-3361</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>• Monthly reporting questions and deadlines</td>
<td>Assistant to the Controller - Robert Elves</td>
</tr>
<tr>
<td>• Follow up on transaction audit queries</td>
<td>T: 250-721-8227 E: <a href="mailto:pcardrpt@uvic.ca">pcardrpt@uvic.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>• BMO details Online help</td>
<td>Purchasing Card Administrator - Rosanna Perri</td>
</tr>
<tr>
<td></td>
<td>T: 250-472-5041 E: <a href="mailto:rperri@uvic.ca">rperri@uvic.ca</a></td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>Asst Purchasing Card Administrator - Dana England</td>
</tr>
<tr>
<td></td>
<td>T: 250-472-5147 E: <a href="mailto:dengland@uvic.ca">dengland@uvic.ca</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>• Special, ad hoc training</td>
<td>Purchasing Card Administrator - Rosanna Perri</td>
</tr>
<tr>
<td></td>
<td>T: 250-472-5041 E: <a href="mailto:rperri@uvic.ca">rperri@uvic.ca</a></td>
</tr>
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<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>Assistant to the Controller - Robert Elves</td>
</tr>
<tr>
<td></td>
<td>T: 250-721-8227 E: <a href="mailto:pcardrpt@uvic.ca">pcardrpt@uvic.ca</a></td>
</tr>
</tbody>
</table>
Training completion

• Confirmation that you have completed this training module MUST be received before your new PCard will be provided to you.

• Click on the link below to send an email confirmation that you have completed this purchasing card training. Please include your name in the body of the email.

  purchase@uvic.ca

• If you do not have a default email account set up on the computer you are using to complete this training:
  
  • Send an email to pcardrpt@uvic.ca and purchase@uvic.ca with the subject line “PCard Training Complete”. Be sure to include your name in the body of the email.