



**Date:** October 26, 2017  
**To:** Purchasing Cardholders (P Card)  
**From:** Xavier Serrano – Director Purchasing Services  
**Re:** University Credit Card transition to Bank of Nova Scotia

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## New card program

Scotiabank has been selected through a competitive process as the new Commercial Card (C Card) provider for UVic. The new C Card program will replace the existing BMO PCard effective December 1<sup>st</sup>.

## Training and getting your new C Card

Existing BMO Mastercard PCard holders will receive a new Scotiabank Visa card. To receive the new C Card, cardholders are invited to training on the new C Card program and CentreSuite, Scotiabank's system for expense reallocation and reconciliation. Training sessions will be held from November 7<sup>th</sup> through November 30<sup>th</sup>, we encourage you to participate in one of these sessions. All cardholders are required to complete training in order to get their new card.

Training registration is being managed through ePly, the university's event registration solution. To register, go to <https://www.eply.com/CCardTraining2017331> and select the session that you would like to attend. Make sure to bring picture identification with you to your training session as we anticipate having your new card available for you at the session.

In addition to the classroom training sessions, we have scheduled several drop-in sessions the week of January 8<sup>th</sup> to support cardholders during the first C Card reporting period.

## What else?

Your current BMO PCard will be active and can be used until November 30<sup>th</sup>. In December, send your last BMO statement along with your deactivated card to Accounting Services by December 19<sup>th</sup>.

Once activated, you can start using your Scotiabank Visa card as of December 1<sup>st</sup>. Standard card limits have been increased from \$2,500 to \$5,000, in accordance with the new [Purchasing](#) and [Signing Authority](#) policies, to facilitate low dollar purchasing transactions. Existing BMO PCard limits that were higher than \$5,000 will be carried forward to the new Scotiabank C Card program

If you have any questions or concerns, please email [ccard@uvic.ca](mailto:ccard@uvic.ca).