# C Card Quick Guide

## General
- Governed by the [Purchasing](#) and [Signing Authority](#) policies
- The current University Commercial Card limits are $5,000 per single transaction and $5,000 cumulative per month

## Cardholder Responsibilities
- The cardholder is the only person entitled to use the card, is responsible for security of the card and ensuring that all charges are valid university business purchases
- Personal charges cannot be made with a UVic C Card
- Splitting orders to avoid credit card and purchasing policy limits is not allowed
- Certain types of purchases are restricted and cannot be made with a C Card, see the detailed list of [restricted items](#)
- Failure to adhere to university policies and the [C Card Handbook](#) may result in appropriate consequences, including but not limited to C Card deactivation, termination of C Card user privileges, reimbursement to the university of any unauthorized purchases and further investigation by UVic Internal Audit and Human Resources
- If you no longer need a card or are going to be on an extended leave complete the [Commercial card account close or leave request](#)

## Monthly reporting
- After the last day of the month, logon to CentreSuite to review your expense report for accuracy of charges and compliance with university policies
- Review C Card transactions and reallocate charges to appropriate general ledger account codes as necessary and click ‘Submit’.
- Print out the expense report from CentreSuite, attach supporting documentation/receipts, obtain one over one approval signature and send the reporting package to Accounting by the 15th of the following month.
- Redact any full card numbers shown on receipts or supporting documentation
- If a receipt is lost and a duplicate cannot be obtained complete the [missing receipts declaration](#)

## Lost or stolen card
- Immediately report lost or stolen cards and fraudulent charges to Scotiabank at 1-888-823-9657 (in Canada or the US) or 1-416-750-6138 (outside Canada or the US); and notify the [UVic C Card Administrator](#) (number below).

## Dispute transaction
- Contact Scotiabank at 1-888-823-9657 to dispute a transaction you did not authorize. Ask for the ‘Case ID’ and enter it in CentreSuite in the description field

## Contacts
- Rosanna Perri – Commercial Card Administrator
  250-472-5041 or rperri@uvic.ca
- C Card Reporting and FAST Upload
  ccard@uvic.ca
- Dana England – Assistant Commercial Card Administrator
  250-472-5147 or dengland@uvic.ca
- Scotiabank service centre
  1-888-823-9657