



Administrative Policy Manual
Code: AQ Purchasing

AQ0600 - CORPORATE CREDIT CARD (BMO COMMERCIAL) CODE OF RESPONSIBILITY

1.0 PURPOSE

To provide guidelines for Interior Health (IH) staff requesting and using corporate credit cards.

2.0 DEFINITIONS

TERM	DEFINITION
Provincial Health Services Authority (PHSA)	An organization that delivers non-clinical services for health authorities and finds opportunities to improve cost effectiveness and enhance service quality.
Department Head	A supervisor, manager, director or executive lead to whom the cardholder directly reports.

3.0 POLICY

1. Purchases under \$2,000 (including taxes) may be purchased on a corporate credit card provided if:
 - a. the item purchased is not minor equipment;
 - b. IH does not have a supply contract for a competitive product;
 - c. the purchase is not a capital project cost unless authorized by the Capital Planning and Projects department; or
 - d. the purchase is in compliance with [AP0300 Travel Expense Policy](#), [AP0700 Signing Authority Policy](#) and any other applicable policies.
 - Examples of purchases for which a credit card is appropriate include: books, travel, professional fees, department store purchases, incidentals, confectionary, novelties, consumer products, advertising, maintenance parts, emergent purchases, car rental and fuel, sundry.
 - The following are examples of purchases that are NOT appropriate: construction costs, medical/surgical items, personal or fleet vehicle expenses, office supplies/furniture, computer products, gift cards and software.

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- If a total purchase price (including tax and delivery) exceeds a cardholder's transaction limit, the cardholder may not split a purchase into multiple transactions.
- 2. Department heads are responsible for approval of new credit card requests and to notify Accounting & Treasury of changes to departmental staffing that affect the assignment of cards. They are also responsible for the destruction of cards assigned to terminated staff. Staff changing departments may retain their card with the new manager's approval but must notify PHSA Supply Chain to change the default department assigned to the card. [Corporate Commercial Credit Card Change Request](#).
- 3. Department Heads will review transactions for appropriateness and compliance with relevant policies and ensure that travel expenses are being captured and recorded to the appropriate individual. Department Heads are also responsible for ensuring that credit card statements are completed, approved, and submitted in alignment with monthly reporting timelines.
- 4. Corporate credit cards will be issued to specific individuals as approved by Department Heads. PHSA's Materials Services Representatives will review and initial applications for completeness for card requests with limits up to a maximum of \$10,000 per month. Applications will be approved based on meeting the rationale of either:
 - a. frequent purchases under \$500; or
 - b. frequent overnight travel.
- 5. IH Accounting will be responsible for administering the program including merchant blocking and card controls and will act as the liaison between BMO and IH.
- 6. Cards will be restricted to a maximum monthly credit limit of up to \$10,000. Higher limits must be approved by the cardholder's Director and the Manager, Accounting & Treasury.
- 7. Cardholders must attach electronic receipt images to transactions in BMO Spend Dynamics and retain all original detailed hard-copy receipts for 18 months. Original receipts may be requested and must be provided if the scanned image quality is poor or for audit purposes.
- 8. The corporate credit card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
- 9. The card is for business-related purchases only. Personal purchases made using the corporate purchase card are a direct violation of this policy and can result in suspension of card privileges. If a personal transaction occurs inadvertently it must be reported immediately to Materials Services at 1-877-979-7780 or email materialservicestrainingandsupport@interiorhealth.ca. Materials Services will provide coding and repayment instructions.

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10. Unauthorized or inappropriate use of the card may be considered improper use of IH funds, which may result in disciplinary action up to and including termination. The card is for the sole use of the cardholder and they should be present when it is used. Sharing of cards is not permitted.
11. Cardholders are expected to comply with internal control procedures in order to protect IH assets. This includes safekeeping of receipts, timely reconciliation of monthly card statements and following proper card security measures.
12. Failure by the corporate credit cardholder to submit a timely and approved reconciliation for two consecutive months will result in the suspension or cancellation of the corporate credit card.
13. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.
14. A lost or stolen card or disputed transactions should be reported immediately by telephone to BMO Commercial Card Service Centre at 1-800-263-2263 and to the Material Services Customer Care Help Desk on the next business day at 1-877-979-7780, or email to materialservicestrainingandsupport@interiorhealth.ca. The cardholder will be considered accountable for fraudulent transactions charged to the card if they fail to report the transaction within 60 days of the billing cycle date.
15. Cardholders may not accept cash or a cheque from a vendor who is providing a refund pertaining to a transaction previously charged to the corporate credit card account. The credit must be applied directly to the card account in all cases.
16. Cardholders are required to sign the IH Corporate Credit Card Cardholder Agreement and use this link for the [Corporate Credit Card Request](#).
17. The cardholder training manual includes all detailed instructions for cardholders and managers on how to use the BMO Spend Dynamics system based on Corporate Card requirements. [BMO Spend Dynamics Cardholder/Manager Training Manual](#).

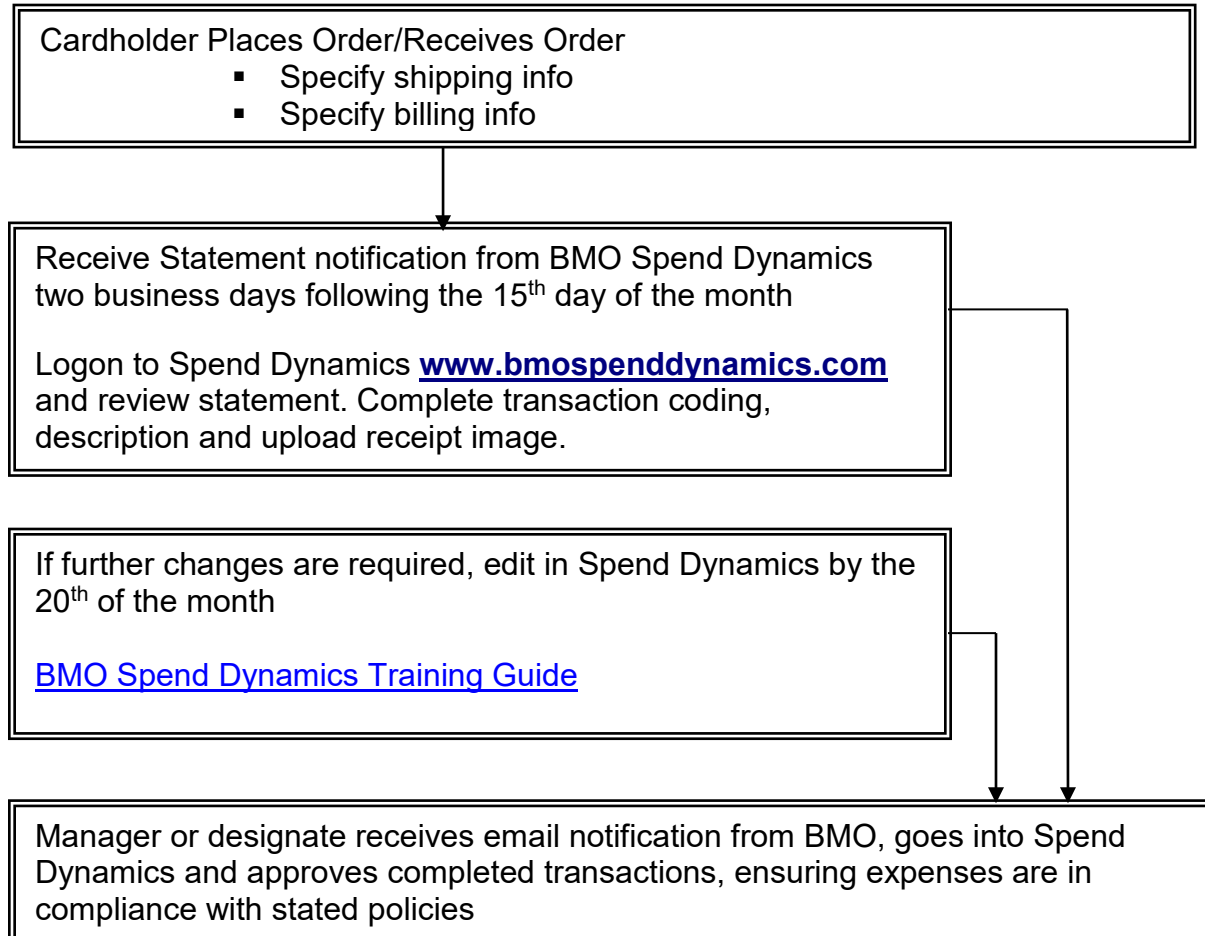
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4.0 PROCEDURE

CORPORATE CREDIT CARD PROCEDURE SUMMARY



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