What is a Purchase Card?

- Also known as 'Pcard'
- A bank issued credit card available to employees.
- Used to pay for goods and services on behalf of the University.
- Reduces the need for Accounts Payable office to process petty cash, reimbursements, cash advances and one-off purchases.

Purchase Card eligibility

- To be eligible for a Purchase Card:
    - Frequent or overseas travel
    - Responsibility for purchasing goods and services on behalf of the University
    - Regular incurrence of small dollar transactions

Purchase Card application

- Before a Purchase Card can be issued, cardholders and any delegated coders are required to:
  - complete Purchase Card training
  - review relevant policy, procedures and guidelines
  - pass the Purchase Card test

- Application form is on the FSD website.

Receiving a Purchase Card

- Timeframe for card issue: 5-7 days
- Staff member will will have card posted to address given during application process.
- PIN mailer will be sent with card for all cardholders eVerified
- If you are not eVerfied you will need to verify your identity at an ANZ bank before it can be used.

Purchase Card activity

Using a Purchase Card

Purchase Card coding

Purchase Card statements

Using a Purchase Card

- Cardholders must take personal responsibility for the security and use of the Purchase Card.
- Expenditure must be business-related and in accordance with the University's policies and procedures.
  - Purchase Card Policy
  - Travel and Travel Related Policy and Procedures
  - Sensitive Expenditure Procedure and Guidelines
  - Procurement Policy and Procedures

Using a Purchase Card

- Purchase Cards can be used where Visa is accepted.
  - Online purchases included
- All supporting documentation must be kept (invoices, receipts)
- Cash advance facility is possible but needs to be added.
  - Requests should be made to Purchase Card admin team.

Using a Purchase Card

- Travelling with Purchase Cards
  - Advise Purchase Card admin team with travel dates **before** departure (or else your card will be blocked)
  - Be aware of travel policies and procedures
  - Check available credit limit is sufficient for your travel

Using a Purchase Card

- Lost or stolen Cards
  - Contact ANZ **immediately**
    - Tel 0800 473 473
- Blocked or declined cards
  - Contact Purchase Card administration team

All after hours help with Purchase Cards: **AskOtago**

Using a Purchase Card

- Purchase Cards should **not** be used where the University already has a procurement arrangement.
  - Eg. stationery via UniMarket; international air travel via the University's mandatory travel agents.
- Where Purchase Cards have been mistakenly or unavoidably used for personal expenses, this must be repaid to University at earliest opportunity.

Using a Purchase Card

- Every purchase made by the University is to be made by an approved purchasing method.
  The order of preferred purchasing methods is:
  - Finance One Electronic Purchase (via UniMarket) (*Preferred*)
  - Finance One Purchase Order via email/PDF
  - **P-Card**
  - Approved supplier invoicing *(such as Consolidated Invoice Processing)*
  - Petty cash (*Least preferred*)

Using a Purchase Card

The **misuse** of a purchase card could include, but is not limited to:

- Inappropriate expenditure
- Personal expenditure
- Inappropriate or inadequate supporting documentation
- Inappropriate use of a cash advance facility
- Use of a Purchase Card by someone other than the cardholder
- Failure to provide a correctly authorised monthly statement
- Failure to comply with any other University policy or procedure related to the use of Purchase Cards

Using a Purchase Card

Misuse of the Purchase Card by the cardholder will lead to:

- Cancellation of the Purchase Card

- A request for immediate reimbursement of the inappropriate expenditure if repayment has not been made per Clause 5 of the Purchase Card Policy

- Possible internal disciplinary action

Purchase Card coding

- Every month, card activity is reviewed and coded in Finance One to ensure that expenses use the correct funds, and/or any unexpected charges can be checked.

- Coding should be complete and accurate:
  - All details and documentation supplied
  - Correct GST code applied

- Cardholders can dispute charges.

Purchase Card coding

- Cardholders are responsible for ensuring that the coding is completed, but coding authority can be delegated to a 'coder'.

- Information, guides and related links for 'Purchase Card coding' can be found on the FSD web pages.

Purchase Card statements

- Provide a monthly summary of card activity and coding that has been recorded in Finance One.

- Statements are sent to cardholders (and their delegated coders) every month.

- Cardholders are responsible for ensuring statements are signed-off and returned every month.

Purchase Card statements

- Statements are reviewed by cardholders and signed-off as complete and accurate (or any amendments noted) by the cardholder and their authoriser.

- Supporting documentation (invoices, receipts etc) are attached.

- Returned by the 10th of the month.

Purchase Card statements

- Purchase Card statements can be reprinted by the cardholder or coder.

- Information, guides and related links for 'Purchase Card statements' can be found on the FSD web pages.

Recap

- Only use Purchase Cards for business related purchases.
- Keep all receipts and invoices.
- Complete monthly coding completely and accurately.
- Return signed-off monthly statements by the 10th of the month.
- If going overseas, let the Purchase Card admin team know before departure.
- If card is lost/stolen, let ANZ know **immediately**.

Purchase Card questions and support

- AskOtago
  - Online knowledgebase: ask.otago.ac.nz
  - Email: university@otago.ac.nz
  - Phone: +64 3 479 7000 or 0800 80 80 98

- Purchase Card Administrator
  - Accounts Payables Office, Operational Finance
  - Email: pcard.admin@Otago.ac.nz
  - Phone: +64 3 479 7686