

FN.7.1.4	
SAIT CREDIT CARD	
Section:	Finance (FN)
Subject:	Procurement
Legislation:	
Effective:	April 24, 2019
Revision:	May 25, 2020; August 12, 2020

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to acquire property and services and to dispose of obsolete or unnecessary property following formal open tender process, competitive bidding process, or single/sole sourcing.

PROCEDURE

DEFINITIONS

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| Authorized approver | The cardholder's dean or director, associate dean or director, vice president or associate vice president, or president and CEO. |
| Credit card | A SAIT credit card used for approved, eligible purchases of goods and services obtained directly from suppliers and for authorized business expenses. |
| Credit Card Operating Manual | Details all credit card processes and controls. |
| Credit Card Program Administrator (CPPA) | Employee who is registered with the credit card issuing-agency to administer the credit card program and who centrally monitors credit card activity. |

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Cardholder	Employee whose name appears on the credit card and who has been authorized to incur expenses or purchase goods and services for business purposes.
Eligible credit card expense	An item that has a clear SAIT business purpose and not a personal purpose, and that meets the requirements of all other applicable procedures.
Employee	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage.
Reviewer	The employee who has been delegated authority to review and approve the cardholder's monthly credit card purchases, and who has the appropriate authorization levels to approve all transactions. This employee must be at least one level higher than the cardholder.
Statement administrator	The cardholder or other designated employee who is responsible for reconciling the monthly credit card statement.

PROCEDURE

A. General Considerations

1. The credit card is used to pay for approved, eligible, business related goods and services purchased directly from any vendor that accepts credit cards as a form of payment. The card is not intended to be used:
 - a) To circumvent existing policies and procedures.
 - b) For personal purchases.
 - c) For cash advances.
 - d) To purchase ineligible and/or restricted items, as defined in the Credit Card Operating Manual, Schedule A, an Associated Document to this procedure.
2. Each credit card has a set dollar limit per transaction and for total monthly purchases. Credit card per transaction and monthly limits, and restrictions, may be changed on a permanent or temporary basis to meet the employee's operational needs and/or to

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improve operational efficiencies. Requests to change limits or restrictions require approval as per Section C of this procedure.

3. The credit card is issued to eligible employees who have been granted authority to procure and pay for goods and services on SAIT's behalf, and/or who regularly incur expenses. This includes permanent position employees and temporary position employees whose contract expiry date is confirmed by the Employee Services Department.
4. Credit cards must be surrendered and/or suspended as follows:
 - a) Terminated employees must surrender their credit card for cancellation before their termination date.
 - b) Cards are suspended or cancelled for employees on a leave of absence for a period longer than 30 days.
 - c) Contract employees are required to surrender their credit card upon their contract expiry date.
5. The credit card is issued in the employee's name and cannot be used by anyone else.
6. Preventive, detective and corrective controls help SAIT limit risk. The Finance Department oversees the credit card internal control system and the centralized administration of the credit card program, and has the authority to audit and enforce compliance with these procedures.
7. Mandatory training orientations are required for:
 - a) A cardholder before the credit card is issued.
 - b) Statement administrators.
8. Recommended training orientations are available for:
 - a) Reviewers.

B. Roles and Responsibilities

1. SAIT has established defined roles and responsibilities to protect the institution from loss, error, or fraud caused by the unauthorized use of a credit card. In particular:

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Authorized approver	Having determined there is a clear business need, this individual approves the issuance of the credit card and any temporary or permanent restriction and limit changes to an existing credit card. The approving authority is accountable for the reviewer/supervisor role or for delegating this role to another employee.
Cardholder	Has primary responsibility to use the credit card in accordance with established procedures, to maintain adequate documentation, to secure and protect the credit card and to ensure all goods and services ordered and invoiced are received in good order. The cardholder is made aware of the responsibilities and agrees to the terms outlined in the cardholder agreement before receiving the credit card.
Credit Card Program Administrator (CPPA)	Orders the issuance of new or renewed credit cards, makes account changes and cancels credit cards. The CPPA monitors card activity, expiry dates, cardholder compliance, logs findings, and initiates the corrective process set out in Section E of this procedure.
Reviewer	Is knowledgeable about the type of products and services required by the school/department and authorizes reasonable, appropriate and allowable purchases as governed by that individual's delegated signing authority. The reviewer has the authority and responsibility to investigate questionable purchases and/or discrepancies and to review violations with the cardholder. The reviewer arranges suspension or cancellation of the credit card during the cardholder's leave of absence.
Statement Administrator	Is responsible for submitting complete supporting documentation (itemized receipts/invoices) and ensuring proper allocation and authorization of all expense codes within defined timelines.

C. Approvals

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1. All new credit card applications and requests for limit, reactivation or restriction changes to existing cards must be pre-approved in writing or electronically by the employee's dean or director, associate dean or director, vice president or associate vice president, or president and CEO, as follows:
 - a) President and CEO – if the card is required by a vice president or by an employee who reports directly to the president and CEO.
 - b) Associate vice president or vice president – if the card is required by a dean, director, or direct report.
 - c) CFO and vice president, corporate services– if the card is required by the president and CEO.
2. The approver must have the appropriate dollar level of signing authority for the credit limit requested, as per the signing authority matrix in procedure [FN.12.1.1 Signing Authority](#).
3. Permanent and temporary increases to an individual cardholder's monetary card limit that exceeds the credit card program's established default transactional and monthly limits will be made on a case-by-case basis and require pre-approval from:
 - a) The cardholder's dean or director, associate dean or director, vice president or associate vice president, or president and CEO; and
 - b) Finance:
 - i) Up to and including \$25,000 – manager, supply management
 - ii) Over \$25,000 – associate vice president, finance.

D. Monthly Account Reconciliation

1. Individual credit card statements must be reconciled monthly by the cardholder (or statement administrator), approved by the reviewer and submitted to Finance by the credit card payment cut-off date.
2. The Accounts Payable section will issue one monthly payment for all credit cards combined to the card issuing institution.

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E. Compliance

1. The payment for Sait purchases and the liability for authorized use of the credit card rests with Sait and not the cardholder.
2. Cardholders are liable for any misuse of the credit card and for any willful disregard of this procedure. Non-compliance with this procedure may be considered inappropriate use of Sait funds, and may result in corrective action up to and including termination of employment, as per procedure [HR.4.4.1 Corrective Action Procedures](#).
3. Depending on the nature and magnitude of an employee's lack of compliance, Finance will notify the employee's manager. If an employee's lack of compliance is considered serious, Finance shall notify the associate vice president, finance and the applicable senior manager, vice president, or president and CEO.

ASSOCIATED DOCUMENTS

Schedule A Credit Card Operating Manual

POLICY/PROCEDURE REFERENCE

FN.7.1 Procurement policy
FN.7.1.3 Procurement procedure

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