



Cardholder Guide Purchase Card

Procurement Services Branch
Ministry of Technology,
Innovation and
Citizens' Services

The Purchasing Card Program allows suppliers of goods and services to receive prompt payment for small value purchases of up to \$10,000. The program replaces inefficient paper-based procurement methods with a purchasing card that can be used by all government offices.

Each ministry has a purchasing card coordinator who manages the program for the ministry's cardholders.

[Card Coordinator List](#)

The Purchasing Card Manual provides essential reference information for the card coordinators to effectively manage the program for their ministry and as well provides answers to some commonly asked questions about the program.

For more information regarding government's Purchasing Card policy please refer to:

- www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/04_Expense_Mgmt.htm#4319b; and,
 - www.fin.gov.bc.ca/ocg/fmb/manuals/PurchaseCard/manual/Table_of_Contents.htm (Purchasing Card Manual)
-



Cardholder Guide Purchase Card

Procurement Services Branch
Ministry of Technology,
Innovation and
Citizens' Services

Table of Contents

Corporate Purchasing Card Policy.....	3
Central Payment Process	4
Cardholder Application and Agreement.....	5
Frequently Asked Questions	6

Corporate Purchasing Card Policy

The BMO system is set up to block purchases that cardholders may attempt to make for a limited number of specified merchant category codes, or MCCs. (These are the codes that categorize merchants by the good or service sold.) Examples include on-line betting, cash advances, tax payments and dating & escort services.

The OCG Corporate Compliance and Controls Monitoring Branch (3CMB) performs 100% continuous controls monitoring and review of purchase card transactions for policy compliance and dollar loss to government. Continuing with past practice, suspect purchases will also be identified and reviewed through the 3CMB regular sampling process.

Approved Corporate Purchasing Card Design:





Cardholder Guide

Purchase Card

Procurement Services Branch
Ministry of Technology,
Innovation and
Citizens' Services

Central Payment Process

A single, government-wide payment will be made by Procurement Services Branch to BMO monthly, covering all purchasing cards.

Purchasing cardholders are not to make payment to BMO.

Each month the Procurement Services Branch will process electronic charge backs (or invoices to the Legislative Assembly) to transfer ministry total purchases to each ministry. Ministries will then issue nil invoices or journal vouchers to allocate card payments to individual card accounts.

All purchasing cardholders are able to view their transaction records on the BMO *detailsOnline* system



Cardholder Guide Purchase Card

Procurement Services Branch
Ministry of Technology,
Innovation and
Citizens' Services

Cardholder Application and Agreement

The cardholder acknowledgement is between the Province and an individual cardholder. The purpose of the agreement is to outline the terms and conditions that apply to the issuing of a BMO MasterCard to the cardholder and to obtain the cardholder's acknowledgement of those terms and conditions.

Cardholders are to provide their employee identification number when completing the form. (This is the unique number that government assigns to each employee when they join the public service.) Inclusion of the employee ID number will provide the Province and BMO with greater certainty that purchases made in the name of a cardholder are, in fact, appropriate purchases made by that cardholder. Because the employee ID number is personal information as defined by the *Freedom of Information and Protection of Privacy Act* a consent clause to provide this data to BMO is also part of the acknowledgement form.



Cardholder Guide Purchase Card

Procurement Services Branch
Ministry of Technology,
Innovation and
Citizens' Services

Frequently Asked Questions

In my current position, I have been issued a purchasing card. What am I to use it for?

The purchasing card is the primary instrument for making small dollar value purchases. Only the person whose name and signature appears on the card may use it for authorized government purchases of up to \$10,000 (or other preset limit).

Can I make Internet purchases and use the Bank of Montreal (BMO MasterCard) purchasing card for payment?

Yes, however, you must comply with the following guidelines to use the card for Internet purchases:

- Deal with known merchants
- Use only secure sites and browsers
- Never send your purchasing card number via email
- Read delivery and return policies and privacy statements
- Confirm that purchasing profiles and other data will not be sold
- Be certain that unsatisfactory items can be refunded and that credit card numbers stored in a database after purchase are protected
- Keep a record of the transaction
- Review and reconcile your transactions routinely
- Use your purchasing card for government purchases only. You must not provide your purchasing card details to a web site for any other purpose (e.g. surveys or other instances where no purchase is made).

What should I do if my card is lost or stolen?

Lost or stolen cards should be reported immediately to BMO and your ministry card coordinator. Call the BMO Corporate Customer Service Representative at 1 800 361-3361, the number is available 24 hours a day.

Ministry card coordinators must follow up on the loss or theft with BMO.

How do I cancel a purchasing card when a cardholder leaves the ministry?

Card coordinators must destroy the card by cutting it in two and close the account using BMO *detailsOnline*.

For More Information

For more information about the purchasing card program, please refer to the Core Policy & Procedures Manual, [4.3.19 Purchases by Government Charge Card](#).
