

<b>Policy Name:</b>	Entertainment and Meal Expense		
<b>Policy No:</b>	4.3	<b>Approval Authority:</b>	Board of Governors
<b>Volume</b>	4, Finance and Administration	<b>Responsible Party:</b>	Controller
<b>Chapter</b>	3, Entertainment and Meal Expense Policy	<b>Responsible Office:</b>	Office of Finance and Administration
<b>Originally issued:</b>	October 2015	<b>Revisions:</b>	November 2017

### Policy Statement

The University is accountable to funding providers and the general public in ensuring that funds at its disposal are used for the purposes for which they were intended. The University covers the cost of entertainment expenses incurred by members of faculty and staff in support of the University's mission, provided the expenses are authorized, reasonable and appropriately documented. This policy is in addition to the travel policy which provides guidance on meal expenses for travel outside of the HRM and vicinity on official University business.

### Reason for Policy

The purpose of this policy is to define the framework within which University funds may be spent by Academic and Administrative Members on non-travel related entertainment and meal expenses, specifically on campus or in the HRM and vicinity. This would apply whether these expenditures are made using Operating, Research, Donor or Special Purpose funds.

### Policy Applies to

- All units of the University

### Who Should Read this Policy

- All members of the University community

### Contacts

Approval authority: Board of Governors

Detail on policy meanings and application: Office of Finance and Administration, 902-494-8219

## Definitions

<b>Business Meal:</b>	An expense for meals where student(s), staff and faculty and/or other external parties are present for the purposes of conducting substantial and bona fide business on behalf of the University. Examples may include a Public Lecturer, Donor, Speaker, or Visiting Artist.
<b>Entertainment Expenses:</b>	Expenses for food and/or non-alcoholic beverages where the primary purpose of the gathering is social in nature such as extending hospitality to visiting academics, artists, researchers, benefactors and other individuals or groups visiting the University on business matters. Due to NSCAD's tax status as a non-profit charitable and educational institution it is expected that all NSCAD academic and administrative staff exercise care in incurring entertainment and meal expenses.
<b>Approver:</b>	The person who is authorized to approve the claimant's expenses.
<b>Claimant:</b>	The individual that is submitting an expense claim for reimbursement or University cred card claim.

## 1. Responsibilities

- 1.1. The expense claimant is responsible to ensure that claims for University meal and entertainment expenses are prepared and submitted in accordance with University policies.
- 1.2. Individuals authorized to approve an expense claim (Approver) and related documentation are responsible to ensure that the expenses are for University business purposes and are in accordance with University policy. Approver's responsibilities include ensuring that the claimant's expenses that have been incurred:
  - Are business related and for NSCAD University purposes only.
  - Are reasonable based on explanations provided by the claimant.
  - In the most economical manner.
  - Are in compliance with all policy and procedures of the University.
  - They are not personal expenses.

## The Policy

### 2. Business meals

- 2.1. Business meals (External)
  - 2.1.1. The University will allow expenses for business meals involving external parties when the primary purpose of the meeting is to discuss University business and it is necessary to provide a meal while the meeting is being held. Approval for expenses of such meetings must be obtained in advance by one of the Senior Management Team (VP Academic, VP Finance and Administration, and President).
  - 2.1.2. The cost of business meals and refreshments must be reasonable and limited. If in doubt about what constitutes a reasonable expense, please discuss with the Senior Management member providing the advance approval of the expense.

## 2.2. Alcoholic beverages

- 2.2.1. Alcoholic beverages will not be reimbursed by the University and should be deducted from any expense reports if included on a meal or entertainment receipt. Alcoholic beverages should not be charged to University issued credit cards or to hotel bills.

## 2.3. Working meals (Internal)

- 2.3.1. Meals with other NSCAD University employees in local restaurants are not reimbursable. Local meals with colleagues should be considered a personal expense unless it can be demonstrated that the business being conducted is such that it cannot be done in the office. An explanation of the reasons why the meeting could not take place in the office must be provided to the Senior Management member pre-approving the expense and permission must be obtained in advance.

## 2.4. Workshops and committee meetings

- 2.4.1. Beverages/refreshments for workshops are permissible when pre-approved.
- 2.4.2. Meals may be provided when appropriate for the time and duration of the event and should be purchased within the approved departmental budget. Examples include Public Lecture series, employee workshops, Portfolio Days, Board Committee meetings.
- 2.4.3. If meetings are to be held over lunch periods or for long periods of time it is advisable to inform the participants in advance whether it will be a “brown bag” lunch or if beverages will be supplied.

## 2.5. Non-reimbursable entertainment and meal expenses

- 2.5.1. Meals and refreshments with other NSCAD academic and administrative staff in local restaurants.
- 2.5.2. Cost of personal celebrations such as birthdays, weddings, births, administrative professional’s day or other similar occasions will not be reimbursed. Members of the University are precluded from providing gifts from University funds in recognition of any of these occasions.
- 2.5.3. Any entertainment and meal expenses not approved in advance by a member of the Senior Management team.

# 3. Visitor and guest accommodations

## 3.1. Hotel accommodations

- 3.1.1. When the University is hosting a guest who is conducting substantial and bona fide business on behalf of the University, the University will pay for hotel accommodations with select Halifax providers (those with pre-negotiated rate arrangements). The arrangement made with the hotel provider should ensure that room service, restaurant bills and other additional service costs are not billed to the University.
- 3.1.2. Hotel accommodation expenses must be approved in advance by a member of the Senior Management Team or Managing Director.
- 3.1.3. The visitor or guest should not be on an employment contract with NSCAD.

## 3.2. Gratuitous accommodations

- 3.2.1. Where a full-time University employee provides lodging in their private residence for a University visitor(s) or guest(s), the University will reimburse the employee up to \$25 per night. Gratuitous accommodations expenses must be approved in advance by a member of the Senior Management Team and can only be for a visitors and guests who are conducting substantial and bona fide business on behalf of the University.

#### 4. Entertainment and other social events

##### 4.1. Employee recognition / retirement

4.1.1. A group luncheon or modest reception may be held by a department or the University to recognize service of its employees. Departments that wish to hold an independent event for an employee departing the University after more than 10 years of service must obtain prior approval by a member of the Senior Management Team prior to making such arrangements.

##### 4.1.2. Event Funding

4.1.2.1. Management may authorize up to \$500.00 from the departments operating budget to cover such an event. Any amounts above and beyond this amount must be paid by the organizing Department.

##### 4.2. Holiday events

4.2.1. NSCAD University organizes an annual Holiday Party for all faculty and staff. This event is to encourage a sense of community and provide opportunities to foster collegiality and community.

4.2.2. Department Holiday Events are encouraged, although funding for these events must be organized by the department and all associated costs provided externally from the University. Individual department events for holiday parties are not expendable. Events may take place during working hours within reason.

#### 5. Process

5.1. Receipts for meals must list the individuals in attendance and the purpose of the meeting in order to be eligible for reimbursement. Itemized receipts are required along with the credit card copy if purchased by credit card. Gratuities of up to 15% will also be reimbursed.

5.2. All claims must be forwarded to the Office of Finance and Administration for processing using the cheque request form duly signed by the appropriate Managing Director or Senior Management. Expenses on University credit card must be submitted using the online expense report process through the credit card website. On the attached cheque requisition and/or credit card expense report the following must be included:

5.2.1. All attendee names, and business relationship of the attendees

5.2.2. Description indicating the business purpose of the expenditure

5.2.3. Detailed itemized receipts

5.2.4. Evidence that the expense was pre-approved by VP Academic and Research, VP Finance and Administration, or President

5.3. If the expense cannot be properly supported with the above documentation, the academic or administrative staff person must bear the full cost of the entertainment and/or meal expense.

5.4. If an unapproved expense has been billed to a NSCAD University credit card, timely arrangements must be made so that the expense is promptly repaid to the University.

5.5. Please note that some research grants do not permit charges for entertainment.

## 6. Compliance

- 6.1. Failure to comply with this policy may result in disciplinary action, up to and including termination, in accordance with the relevant collective agreement or employment guidelines. NSCAD also retains the right to pursue any action, including criminal prosecution and civil remedies, when misuse of its information or resources is suspected either during the course of employment or after the termination of employment.
- 6.2. This policy is intended to be complementary to other policies and collective agreements governing the conduct of faculty and staff. In situations where this policy may be in conflict with Collective Agreements, the Collective Agreements shall prevail.

## Forms and Tools

Cheque Request Form Available from Office of Finance and Administration (See Appendix)

Credit Card Policies and Procedures Guide Credit Card Policies and Procedures Guide

Credit Card online reporting website (VISA CENTRESUITE <https://www.centresuite.com/Centre/Public/Logon.aspx>)

## Appendix

1. Cheque Request Form
2. Credit Card Policies and Procedures Guide



Cheque #	
Voucher #	
CR	Office use only
Current Date	
Department	

line	Invoice Date	Vendor	Description & Comments	Amount (before tax)	HST GST TAX	Total	GL account code XX-X-XXXXXX-XXXXX
1						0.00	
2						0.00	
3						0.00	
4						0.00	
5						0.00	
6						0.00	
7						0.00	
8						0.00	
9						0.00	
10						0.00	
<b>Total:</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
COMMENTS:							
Instructions:							
1) Fill out (yellow areas).							
2) Break out HST/GST where applicable							
3) Fill in full GL number for each item							
4) Attach Receipts (Originals)							
5) Have approver sign							
6) Send paper copy with all receipts to Accounts Payable.							
				Requisitioned by:			
				Date			
				Approval Signature			
				Date			

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# **NSCAD UNIVERSITY**

## **SCOTIABANK COMMERCIAL CARD**

## **POLICIES AND PROCEDURES GUIDE**

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## PURPOSE OF THIS GUIDE

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As an NSCAD UNIVERSITY employee, you are being entrusted and empowered with the ability to make small-dollar purchases on behalf of your department or unit. Along with this empowerment comes responsibility. Cardholders are expected to make sound business decisions in the best interest of NSCAD UNIVERSITY and always comply with the policies and procedures as set forth in this guide.

## KEY CONTACTS

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**NSCAD UNIVERSITY Central  
Card Coordinator**  
(Commercial Card Coordinator)

Steve Houle, Controller  
[shoule@nscad.ca](mailto:shoule@nscad.ca) 902-444-7200

**NSCAD UNIVERSITY Alternate  
Coordinator**

Sharon Johnson-Legere, VP Finance and Administration  
[slegere@nscad.ca](mailto:slegere@nscad.ca) 902-494-8112

**NOTE:** The Commercial Card Coordinator is the sole NSCAD UNIVERSITY contact with Scotiabank Commercial Card representatives. Please channel all matters not listed below through this person.

**NSCAD UNIVERSITY  
Accounts Payable**

Irene Tower, Accounts Payable Clerk  
[itower@nscad.ca](mailto:itower@nscad.ca) 902-494-8118

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**Scotiabank Commercial Card Service Centre**      888 823 9657 (Canada/USA)  
416 750-6138 (Collect-Outside Canada & USA)

The Scotiabank Commercial Card Customer Service Hotline is available 24 hours a day, seven days a week. You can inquire about the following:

- Answering questions about account balances
  - Reporting lost or stolen cards
  - Emergency card replacement
  - The dispute process
  - Problem resolution on any purchase
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## USE & CONTROLS

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1. Each NSCAD UNIVERSITY Commercial Card will have a unique number, and will be issued in the name of NSCAD UNIVERSITY and the name of the employee who has been authorized to use that card. The card is not transferable to any other employee, even if that other employee is also authorized to use a NSCAD UNIVERSITY Commercial Card on behalf of NSCAD UNIVERSITY.
2. The NSCAD UNIVERSITY Commercial Card will be issued by the Finance Department to approved employees who occupy positions with delegated low dollar-value purchasing authority.
3. The authorization controls for each cardholder are set by management. These include:
  - daily & monthly credit limits
  - dollar limit per transaction
  - daily & monthly limit on number of transactions
  - types of merchants that will be authorized
4. NSCAD UNIVERSITY Commercial Cards must not be used:
  - when the total purchase price exceeds the total dollar limits per transaction (not including taxes and freight)
  - when the goods and services are available under an existing contract;
  - when the goods are available from the Art Supply Store;
  - when the goods are available from other internal sources;
  - when the cost of the goods or services would be significantly increased as a result of using the card and an alternative method of payment is available (i.e., a discount is provided by the vendor as a result of not using the card)
  - for personal vehicles, operating and maintenance expenses including vehicle repairs, fuel, oil, etc.
  - for purchasing goods and services which are above the \$2,000 unless proper procurement procedures have been followed (i.e. capital expenditures);
  - for personal purchases;
  - to obtain cash advances;
5. No cardholder may accept cash or a cheque from a vendor who is making a refund pertaining to a transaction previously charged to a Scotiabank NSCAD UNIVERSITY Commercial Card account. A credit to the Commercial Card must be issued by the vendor in all cases.
6. Every cardholder shall be informed in writing of their responsibilities and restrictions regarding the use of the NSCAD UNIVERSITY Commercial Card and shall agree to them in writing. Cardholders will be held liable for any misuse or wilful disregard of policies or operating procedures which result in a loss of money, fraud or collusion.
7. The liability for authorized charges on the NSCAD UNIVERSITY Commercial Card rests with NSCAD UNIVERSITY, not with the individual cardholder. As such, NSCAD UNIVERSITY may freeze or cancel any card at any time for non compliance of these policies and procedures.
8. The maximum NSCAD UNIVERSITY liability for unauthorized use of the card following loss or theft of the card shall be in compliance with banking arrangements. Unauthorized use means a use that did not benefit NSCAD UNIVERSITY and was made by someone other than the cardholder. NSCAD UNIVERSITY is not liable for any unauthorized use of the card which occurs after

notification of loss, theft or cancellation has been received by Scotiabank. However, if the loss or theft of a card is not reported immediately, NSCAD UNIVERSITY may be liable for all unauthorized purchases charged to the account.

9. Purchases made outside Canada will be converted to Canadian funds at the daily rate established by VISA®. Cardholders should take this into account as it relates to individual transaction and monthly limits.

## RESPONSIBILITIES

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1. The Cardholder is responsible for:

- Adhering to all conditions and restrictions imposed on the Commercial Card by NSCAD UNIVERSITY and Scotiabank.
- Reviewing and signing the Scotiabank Commercial Card Agreement Form.
- Ensuring that the NSCAD UNIVERSITY Commercial Card, monthly statements and other documents bearing the card number are kept in a secure location with controlled access.
- Submitting all purchase documents via an Expense Report for review and approval to their immediate Supervisor on a monthly basis. All approved documents should then be sent to the Accounts Payable office for processing.
- Immediately notifying Scotiabank, and the Central or Alternate Commercial Card Coordinator of any loss or theft of the card;
- Informing the Central or Alternate Commercial Card Coordinator of cancellation, changes in business address or area of responsibility, and/or telephone number;
- Returning the card to the Central or Alternate Commercial Card Coordinator for cancellation, as appropriate;
- Resolving disputed charges with the assistance of the NSCAD UNIVERSITY Central or Alternate Commercial Card Coordinator.
- Reporting all items purchased with the NSCAD UNIVERSITY Commercial Card which form part of Asset and/or equipment Inventory;

2. The Supervisors are responsible for:

- Reviewing and approving the purchases of Cardholders reporting to them.
- Approving through the Scotiabank PO approval process, any temporary limit increases applicable to their department,
- Approving new employee requests for Commercial Cards.

3. The NSCAD UNIVERSITY Commercial Card Coordinator is responsible for:

- Authorizing the issuance or withdrawal of NSCAD UNIVERSITY Commercial Cards with Scotiabank.
- Providing co-ordination with respect to monitoring the overall utilization of NSCAD UNIVERSITY Commercial Cards with NSCAD UNIVERSITY.
- Developing corporate policies and procedures on purchasing for goods and services using the Commercial Card; and
- Ensuring that the conduct of all purchasing activity is done in accordance with other University approved policies and procedures.

## PROCEDURES

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### 1. Requests for NSCAD UNIVERSITY Commercial Cards

- Individuals may request a Commercial Card by sending an email to the Central or Alternate Commercial Card Coordinator. Approval from Supervisor should be included in the request.
- The Commercial Card Coordinator will review the request and determine if a card should be issued. Individuals will be notified of this decision.
- NSCAD UNIVERSITY Commercial Cards are expected to be issued in compliance with banking arrangements. The cards will be sent directly to the Commercial Card Coordinator for recording and review purposes prior to being issued to the cardholders.

### 2. Issuance of NSCAD UNIVERSITY Commercial Cards

- Upon receipt of the cards from Scotiabank the Commercial Card Coordinator must review the listing of enclosed cards for accuracy. Any inaccuracies are to be reported immediately to Scotiabank.
- Cardholders must review and sign the Scotiabank Commercial Card Agreement Form before receiving their card. The original signed form shall be forwarded to the Commercial Card Coordinator for safekeeping.
- The cardholder must sign the NSCAD UNIVERSITY Commercial Card and store it in a secure place until used.

### 3. Cancellation of NSCAD UNIVERSITY Commercial Cards

The cardholder must return the card cut in half to the Commercial Card Coordinator for cancellation, when:

- specifically requested to return the card by the Central or Alternate Commercial Card Coordinator or the Cardholder's Manager
- upon transfer to another department or area of responsibility; or
- upon termination of employment with NSCAD UNIVERSITY.

### 4. Lost or Stolen NSCAD UNIVERSITY Commercial Cards

- The cardholder must immediately notify Scotiabank of any loss or theft of the card. Lost or stolen cards can be reported 24 hours a day. The cardholder must also advise the Central or Alternate Coordinator. If the card is physically stolen, the police must be notified and a police report requested by the Cardholder.
- If the lost or stolen card should eventually be recovered or found, it must be cut in half and returned to the Central or Alternate Commercial Card Coordinator.

### 5. Modification of Credit Limit

- To permanently increase a credit limit, the Cardholder must send an email request to the Commercial Card Coordinator. The request should include the approval of Supervisor. The Commercial Card Coordinator will review the request and determine if the limit increase should be issued. Individuals will be notified of this decision and the changes will normally take effect immediately upon notification.
- Temporary Credit Limit increases for purchases exceed the individual transaction limits or total monthly limits should be made using the ScotiaVisa PO approval process as included in the appendices.



## 6. Disputed Charges

- Items charged on monthly statements of accounts that do not accurately reflect the transactions made by the cardholder (i.e. bank errors such as wrong amount, incorrect account number, multiple postings of the same item, etc.) are considered to be disputed items.
- The cardholder must notify the Commercial Card Coordinator immediately by email when disputed items are involved. Disputed items reported by Cardholders will be credited and the individual statement in the following month (provided they are legitimate). The amount indicated on the statement is the amount which should be paid to Scotiabank.
- The cardholder shall provide information and assistance to Scotiabank to settle the disputed items, as required.
- If the questionable item is not a bank error (i.e. late delivery, defective goods, wrong price, quantity difference, returned goods, etc.), the matter must be settled directly with the vendor by the cardholder. Such matters must be drawn to the vendor's attention immediately so as to minimize the delay in obtaining a credit to the NSCAD UNIVERSITY Commercial Card account. When the amount in dispute is of an insignificant dollar value, notices to vendors should be in writing even though settlement may be accomplished through telephone calls. Copies of the notices to vendors should be attached to the monthly Expense Report. Disputes with vendors are not considered to be disputed items and must not be deducted from monthly statements of accounts.

## 7. Card Renewal

- Each NSCAD UNIVERSITY Commercial Card is issued for a period of two (2) years starting with the month in which the card is issued. Cards will be automatically renewed unless Scotiabank is advised otherwise by NSCAD UNIVERSITY.

## PURCHASE OF GOODS AND SERVICES

1. Records for purchases made with NSCAD UNIVERSITY Commercial Cards must be sent to Accounts Payable Section for audit purposes and to facilitate reconciliation and account verification, see Expense Reports below.

Records should include:

- Itemized purchases (detailed receipts). Summary slips and payment vouchers are not acceptable.
- The appropriate sales tax registration number of the vendor to ensure proper claim of the provincial sales tax where applicable.
- For all in person transactions, the cardholder will certify that either the goods have been received or the services have been rendered by signing the sales slip provided by the vendor; when goods are shipped, the cardholder must ensure that the shipment matches the order or sales slip.
- For online, telephone, mail or fax orders, the cardholder must request the vendor to submit a copy of the sales slip with appropriate information for accounts payable processing, including the full legal name and address of the vendor.

## 2. Expense Reports

- Cardholders shall submit an Expense Report on a monthly basis for all purchases made with NSCAD UNIVERSITY Commercial Cards. Supervisors shall review and approve the expense reports and forward the documents to the Accounts Payable office promptly.

### The Expense Reports should:

- Reviewed and approved by the appropriate Cardholder's Supervisor.
- Be submitted to Accounts Payable within 14 days of receiving the monthly statement from Scotiabank.
- Include all purchase records as described above.
- Include detailed description of the transaction.
- Be coded to the appropriate Department and GL codes.
- Include approved ScotiaVisa PO for transactions above the individual daily limit of \$500.

Expense Reports may have to be completed online using the Scotiabank designed software. Training shall be provided to all Cardholders and Supervisors on the functionality of the software. Failure to use this system may lead to cards being frozen or cancelled.

## 3. Payment of Monthly Statements

- The employee statement of account will be issued on the last day of each month by Scotiabank and will be sent directly to the employee for reconciliation and expense report purposes. Accounts Payable of the Finance Department will receive a NSCAD UNIVERSITY consolidated statement balance with all Cardholder's transactions and total monthly purchases. Accounts Payable will be responsible for the monthly payment of all cards. As such, Accounts Payable may request to the Commercial Card Coordinator for certain cards to be frozen or cancelled if proper policies and procedures are not followed.

## SPENDING AUTHORITY LIMITS

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### 1. Individual Transaction Limits

- The spending limit for individual transactions is to be determined by the Controller and approved by the VP Finance and Administration. The NSCAD UNIVERSITY Commercial Card is not to be used on a regular basis to obtain goods and services that go above the Atlantic Procurement Act thresholds as set in the Purchasing Policies and Procedures. Proper procurement process must be followed per the Purchasing Policies and Procedures for purchases above \$2,000. Cardholders who obtain office and general supplies, maintenance and repair goods and services will be limited to a maximum of **\$500 per individual transaction**. Individual transactions are not to be repeated or used on a repetitive basis to supersede the above amounts.

### 2. Individual Transaction Limit – Temporary Credit Limit Increase

- Where it is efficient and cost effective to use the NSCAD Commercial Card for transactions above \$500, Cardholders must follow the ScotiaVisa PO approval process as outlined in the appendices. This would be specifically relevant for foreign vendors where the costs of money order, drafts or wires would be more costly than using the Commercial Card. Some vendors may also only accept Credit Cards as a payment method.

### 3. Total Card Limits

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- The total spending limits for each cardholder is to be determined by the Controller and approved by the VP Finance and Administration.

#### ELECTRONIC ACCESS TO COMMERCIAL CARD SOFTWARE

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1. The Commercial Card coordinator has the responsibility of determining and administering access to electronic copies of Commercial Card information via either the **Internet** or PC based database.
2. Any individuals accessing this information are responsible for maintaining security password access , including;
  - insuring security password is secure
  - changing the security password on a regular basis
  - notifying Commercial Card coordinator of changes
3. Any printed or copied information from the Internet or PC software is confidential and must be treated accordingly with security measures as specified by your Commercial Card coordinator.

APPENDIX A

## NSCAD UNIVERSITY

### Scotiabank Commercial Card Agreement Form

Enclosed is your new NSCAD UNIVERSITY Commercial Card. Your participation in NSCAD UNIVERSITY's Commercial Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered company property and should be used with good judgment. Your signature below verifies that you understand the Commercial Card Program guidelines outlined below and agree to comply with them.

1. The Commercial 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.
2. The card is for business-related purchases only; personal charges are not to be made using the card.
3. You are the only person entitled to use the card and are responsible for all charges made against the card.
4. Unauthorized use of the card can be considered improper use of company funds, which may result in disciplinary action, up to, and including termination.
5. Cardholders are expected to comply with internal control procedures in order to protect company assets. This includes keeping receipts, reconciling monthly card statements and following proper card security measures.
6. All transactions must be authorized by the assigned manager within 14 days of receiving the monthly card statement. All transactions are subject to audit and review by the finance office and should follow NSCAD's Purchasing policy, Entertainment and Meal expense policy and the Travel Policy.
7. Cardholders are responsible for reconciling their Commercial Card monthly memo statement and resolving any discrepancies by contacting the supplier or Scotiabank Commercial Card Service Centre at 1-888-823-9657.
8. A lost or stolen card should be reported immediately by telephone to Scotiabank Commercial Card Service Centre at 1-888-823-9657 and then to NSCAD UNIVERSITY Program Administrator at 902-444-7200
9. A cardholder must return his or her card upon request or upon termination of employment (i.e. retirement or voluntary/involuntary termination). No further use of the card will be authorized after this date.
10. Your card's initial monthly credit limit is \$\_\_\_\_\_ and is subject to change without notice. A single transaction limit of \$500 also applies.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Cardholder Printed Name

\_\_\_\_\_  
Manager Printed Name

\_\_\_\_\_  
Title / Department

\_\_\_\_\_  
Title / Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
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## APPENDIX B

### SCOTIAVISA PO APPROVAL PROCESS

For all purchases over \$500 the following process must be followed (**BOLD items below**)

**Initiate a PO in Webadvisor and select "0000500 Scotia Visa - Approvals" as Vendor ID.**

The top screenshot shows the 'Enter a Purchase Order' form. The 'Vendor ID or Name' field contains 'Visa'. Below the field is a checkbox labeled 'I do not wish to perform a Vendor LookUp' which is unchecked. A 'SUBMIT' button is at the bottom.

The bottom screenshot shows the 'Vendor LookUp Results' page. It displays a table with the following data:

Choose One	Vendor ID	Vendor Name	Vendor Address
<input type="radio"/>	0000083	CIBC Aerogold Visa	PO Box 4595 STN A Toronto ON M4W 4X9
<input checked="" type="radio"/>	<b>0000500</b>	<b>Scotia Visa - Approvals</b>	<b>Halifax NS</b>
<input type="radio"/>	0016294	Scotiabank Do Not Use for Visa	Hollis St Halifax NS

A 'SUBMIT' button is located below the table.

### Enter the summary order information

Item description = Overall purchase description (do not need to list all items individually)

Quantity should always be = 1

Price = the total temporary limit increase required on the Visa to process the purchase

Cost Center and Object Code = where the order is to be allocated / coded

**Enter a Purchase Order**

View Budget

Purchase Order Date\* 09/13/13

Initiator\* SHOULE

Confirmation E-Mail Address\* shoule@nscad.ca

Vendor ID or Name\* 0000500

Person Vendor

AP Type\* GN General Accounts Payable

Ship to\* GR NSCAD University - Granville

Commodity Code

Item Description*	Vendor Item	Quantity*	Unit of Issue	Price	Cost Center	Object Code
Book order		1	EA Each	767.70	10-5-305000 FINANCE & ADMINISTRATION	63006 INSTRUCTIONAL M

Please note that the approvers required for the PO are the same as the Signing Authority and Purchasing Policy, usually the Department Head/Chair.

Always Include vendor in Printed comments line as well as description of why Visa must be used to purchase item (i.e only payment method, US exchange, non-recurring purchase with new vendor)

HST

Printed Comments

AMAZON.COM  
Online order - best book price - only available online must use Visa to pay

Comments

Next Approver

Chair - supervisor

SUBMIT

All purchases should conform to the Purchasing Policies and Procedures found on our website. Travel and Entertainment expenses should also follow the relevant policies posted on the web.

Once approved by the Department Head/Chair or Manager of the Cost Center, the PO will automatically print in the Finance Office and the Visa limit increase will be reviewed to ensure it followed the appropriate policies and procedures. Once the temporary limit increase is approved, the Cardholder will be notified and the funds will be immediately available for the purchase.

The credit limit increase will be temporary and will reset at the end of each month.

Important – please do not Void any ScotiaVisa POs unless the order is no longer valid. If a PO is voided or cancelled by the initiator, the Visa limit increase will not occur.