



Policy & title Purchasing_Card (PCard)_PUR002

Effective date November 2007

Background The UCT Purchasing Card (PCard) is a VISA product issued by Nedbank to authorised UCT staff members and eligible students. It provides a convenient and cost effective purchasing tool for low value items, online purchases, and frequent reimbursements of University approved business expenditure.

Objective To define the parameters around the use of the PCard and the associated roles and responsibilities and to ensure that maximum benefits are achieved from the use of the card, while minimising the risk to the university. The implementation of this policy is therefore critical in this high-risk environment.



Note

The UCT PCard should be treated with the same amount of respect and vigilance as a personal credit card.

Scope The scope of this policy covers all activities related to the use of the PCard.

For consequences related to PCard non-compliance [[PUR009](#)]

This does not supersede existing policies related to:

- Subsistence and travel [[PAY002](#)]
- Reimbursements [[PAY005](#)]
- Advances [[PAY006](#)]
- Petty cash [[PAY003](#)]
- Goods or services provided to UCT by staff or connected parties [[PAY007](#)]
- Contractor's questionnaire [[FG002](#)]
- Purchasing [[PUR003](#)]
- Purchasing Thresholds [[PPP002](#)]
- Libraries Acquisition of Information Resources [[PUR008](#)]
- Procurement [[PG001](#)]
- Green Procurement [[PG002](#)]
- Quotations, tenders and Requests for Proposals (RFP) [[PUR004](#)]
- Broad-Based Black Economic Empowerment (B-BBEE) [[PUR005](#)]

Applicable to Card holders, Card processors, Fund holders, Card holder line managers, PCard administration, Heads of Departments, Faculty/PASS finance managers, Deans/Executive Directors

Additional information Appendix A: PCard holder agreement

Definitions The following definitions apply to terms as they are used in this policy:


| | |
|--------------------------------------|--|
| PCard | UCT credit card assigned to a specific designated person, with a unique card profile and approved card limits. |
| Card holder | Eligible person who is authorised to have the use of a PCard, and is accountable for all spend on the PCard. |
| Card processor | SAP user who is linked to the specific PCard and is responsible for reviewing and posting the transactions on SAP based on the supporting documentation provided. |
| PCard manager | Manager, within Procurement & Payment Services (PPS) department who is responsible for administering and managing the UCT PCard program, in terms of this policy. |
| PCard administrators | PPS administrators, who report to the PCard manager, and are responsible for the day-to-day management of the UCT PCard program and Bank liaison. |
| Fund holder | The person who accountable for all transactions on a fund, including PCard postings. |
| Card holder line manager | The manager to whom the Card holder reports and who has the responsibility to review and sign off monthly expenditure on the PCard. |
| PCard expense report | Report scheduled monthly from SAP Business Objects, detailing monthly posted expenditure on the PCard for a specific Card holder, for review and sign off by the Card holder’s line manager. |
| Unposted transactions report | Report scheduled weekly from SAP Business Objects, detailing expenditure on the PCard, which has not been posted to a fund and cost object, for review and follow up by the Card holder, Card processor and Faculty/PASS finance manager. |
| Supporting documents | <p>This is documentation which is generated at the time of the transaction either via hard copy slips or electronically. The documents should contain the following:</p> <ul style="list-style-type: none"> • Details of the transaction, including: <ul style="list-style-type: none"> ➢ Date of the transaction ➢ Name of the merchant ➢ Itemised listing of goods/services provided ➢ Amount • Proof of Payment (PoP) – only if card swiped <p> Note The details of the transaction usually include the Proof of Payment for online purchases.</p> |
| Examples of supporting documentation | <ul style="list-style-type: none"> • Tax Invoice/Invoice with payment details • Web order/confirmation emails • Booking confirmation with details of credit card payments • Online tickets with details of credit card payment |

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Policy 1. Use of PCards

- PCards should be issued to eligible users
 - where there is an ongoing need for online or adhoc purchases (e.g. departmental stationery/refreshments, conferences, travel accommodation, flights, business meetings); or
 - who frequently need to claim reimbursements for University approved business expenditure.
- Where a PCard has been issued, this is the preferred payment method for University approved business expenditure, where appropriate.
- All exceptions to this policy are at the discretion of the Executive Director: Finance via the [FM041](#).

2. Eligibility

- Any employee who is a permanent member of staff or on a T2 contract, are eligible for a PCard when warranted by their role and business need and authorised by the Dean/Executive Director, HOD and Faculty/PASS finance manager.
- Designated T1 staff, PhD students and Research Fellows are eligible for a PCard when warranted by their role and business need and authorised by the Dean/Executive Director, HOD and Faculty/PASS finance manager. For non-staff, a designated line manager must be identified as part of the policy.

 **Note**

No PCards will be issued to third parties (T numbers)



3. Procedure for PCard applications

- PCard application forms are available on the [UCT admin forms](#) website ([MM003](#) and Nedbank application form).
- The provision of a cell phone number linked to a PCard is mandatory.
- Card applications need to be authorised by:
 - The Card holder's HOD
 - Card holder's line manager
 - Fund holder of the default fund for the PCard
 - Faculty/PASS finance manager
 - Dean or Executive Director
- Once the above card application has been authorised, the original authorised Nedbank application form will be processed by the Bank.
- The UCT application process takes 2 to 3 working days, while Nedbank's application process takes 10 to 14 working days to be processed.
- The PCard administrator will notify the Card holder as soon as the card is delivered by the Bank.
- Card holders are required to attend a formal training session prior to receiving their first card and follow up training as advised.
- An annual card fee will be charged to the Card holder's default fund provided.
- A Card holder is required to sign a Card holder agreement when the card is issued. See: Appendix A
- Card holders collecting replacement cards (e.g. lost or stolen cards) will be required to sign a new Card holder agreement.
- A third party can only collect a renewal card, with the required authorisation from the Card holder.

4. Allowable card use

The PCard may only be used for UCT approved business expenditure, including the following:

- Certain UCT online vendors as noted in the training, for example:
 - Waltons - Stationery
 - Pick 'n Pay - Refreshments
- Catering, noting that the preferred vendor is UCT Food & Connect
- Sundry 'out of pocket' or field trip purchases instead of requesting an advance, reimbursement or petty cash
- Online purchases and payments e.g. subscriptions
- Business entertainment, noting the purpose and attendees
- Foreign payments e.g. conference fees
- Hotel accommodation
- Petrol for hired vehicles only

 **Note**

Petrol for UCT vehicles must be purchased on the UCT fleet cards for that vehicle, including field trips.

- Business expenses while on approved UCT travel, where a S&T allowance has not been taken. If the PCard is used, all slips must be returned to the Card processor to clear the PCard transactions.

 **Note**

The PCard can be used for non-S&T expenses, for example Hotel accommodation or entertaining business/research partners. See: Attachment C of [S&T policy](#) for list of expenses included/excluded from S&T.

5. Prohibited card use

All [UCT purchasing policies, guidelines and practice notes](#) apply equally to purchases made with the PCard (e.g. airport parking subject to R800/person limit).

 **Note**

This includes the payment of a UCT contractor/service provider, where an assessment of independence is required in order to ensure UCT tax compliance. This policy explicitly **excludes** the use of the PCard for:

- Personal expenses

No PCard may be used for personal expenses – this is explicitly stated in the signed cardholder agreement per Appendix A.

These include, amongst others, speeding fines, parking tickets, personal shopping, personal flights, additional costs associated with partners/family accompanying business travel (e.g. visa, flights, accommodation)

If however, the PCard is mistakenly used for personal expenses, the following steps must be taken:

- All PCards used for personal expenses, must be reported by the Card holder to the line manager and Faculty/PASS finance manager, in writing with an explanation, within 24 hours of the transaction and not later than 14 days after the item appears on the Unposted Transactions report.
- The explanation must include the date of the incident, circumstances as to why the PCard was used for personal expenses, and steps taken to avoid a similar incident in the future.
- Repayment of personal expenses must be made within 2 working days of being reported by the Card holder per above (or within 2 working days after returning from a trip). An [SD002](#) must be completed, with the Proof of Payment (PoP) attached, and sent to the Line manager and Faculty/PASS finance manager.
- The Faculty/PASS finance manager must journalise the receipt against the original expense, so as not to overstate UCT expenditure.
- No unposted expense that has been identified as a personal expense will be posted by the Card processor prior to the monies being deposited in UCT account and SD002 processed.
- **PCard holders who use the PCard for personal expenses will be subject to the consequences as noted below.**

➤ **Non-disclosure of personal expenses by the PCard holder will lead to disciplinary action in accordance with the PCard compliance Practice Note.**

- Expenses related to the use of personal vehicles. These must be reimbursed via a mileage claim.
- Expenses related to the UCT-owned vehicles

The PCard can only be used for expenses related to the UCT vehicle up until it is assigned a UCT fleet card.



Note

All UCT vehicles must be managed via the designated departmental contact and be assigned a UCT fleet card.

- Gift vouchers (e.g. Shopping mall gift cards, virtual vouchers)

Gift vouchers cannot be given to UCT staff members. From a tax perspective, gift vouchers are considered a cash equivalent, which increases the associated risk.



Note

Gift vouchers can be given to external parties, where this is given as a token of appreciation and **not** as a payment for services rendered. The limit for this is R500 – any amounts above this must be motivated as an exception per the [FM041](#).

Gift vouchers used to reimburse external parties participating in a survey/trial, can be motivated as an exception per the [FM041](#).

Refer Practice Note on [Gift Vouchers](#)

- Foreign purchases which require facilitation of customs documentation and clearance

These purchases must be routed via PPS (Foreign Payments).



Note

If in doubt as to whether assistance with customs documentation and clearance is required, please contact [PPS \(Foreign Payments\)](#).

- Assets (e.g. equipment over R25,000 excluding VAT)
- Payments to Properties & Services for UCT parking for visitors

These must be processed via a journal.

- UCT student fees

For any UCT student fee payments, there is a bursary/HR governance process that needs to be followed and must be processed via a journal.



- Expenses related to S&T expenses for approved business travel, where an S&T allowance has been received.
- Cash withdrawal, except where authorised in advance

Allowable use e.g. field trips, participant fees in drug trials, per diems for visitors within the agreed limits, payment of non-S&T expenses while on foreign travel (i.e. accommodation) where only cash is accepted, local purchases where only cash is accepted.



Note

Cash withdrawals should be limited to short term expenditure to allow for quick reconciliation and clearing to the fund and cost object.

- Unspent cash must be deposited at the Cashiers office together with a completed SD002 form. This must be processed on SAP before the expenses are cleared.
- Where the PCard is used in place of an S&T allowance, slips must be provided for all expenses except for the \$20/R50 daily cash withdrawal allowance.
- A cash withdrawal must be cleared before cash may be drawn again, except for where cash is drawn for S&T related expenses on a single trip.
- Cash withdrawals attract additional bank charges and interest.
-  **Caution**
Cash withdrawals should not be seen as an alternative payment method to vendors.
-  **Note**
For all cash withdrawals, evidence of receipt of monies by the receiving party must be returned together with a reconciliation of the cash withdrawal. Card holders must submit a spreadsheet listing all expenses adding up to the ATM cash withdrawal slip i.e. cash reconciliation.

6. Roles and responsibilities

a) Roles and responsibilities of the Card holder

- The Card holder is accountable for all transactions processed on their PCard.
- PCards are issued in the name of an individual and should only be used by that person, or persons duly authorised by the Card holder.
- Card holders are required to attend a formal training session prior to receiving their first card and follow up training as advised.
- Given that the Card holder is responsible for all transactions on their PCard, it is imperative that the PCard details remain confidential.
- Ensure all transactions are monitored via the available technologies, as advised by the PCard Administration office.
- The PIN number associated with the PCard is confidential and must not be shared with anyone.
- The security of the PCard is the responsibility of the Card holder.



Caution

If the card is lost or stolen, the Card holder must report it to the [Bank](#) and the [UCT PCard Admin office](#) immediately when becoming aware of such events.

- The Card holder who is assigned a PCard has been granted a privilege to spend UCT funds for business related expenses, mostly without pre-transaction approval. This privilege requires Card holders to sign a Card holder agreement attesting to their commitment to comply with terms and conditions of the agreement and this policy and accepting responsibility for any failure to do so.

See Appendix A – Purchasing Card holder agreement

- The Card holder needs to inform the [Bank](#) when travelling abroad.
- Where the Card holder is purchasing on behalf of another staff member,

the same procedure applies as for purchase orders viz.

The Card holder must ensure there is a documented request authorised by the fund holder ([MM010/MM005](#), or email).

 **Note**


Where the online PCard transaction is not being processed by the Card holder, and a One-Time-Pin (OTP) is sent to their cell phone, this must be forwarded to the person authorised to place the transaction on their behalf.

- Use available technologies, as advised by PCard Administration office, regarding the electronic submission of supporting documentation.
- Forward supporting documents and information to the Card processor with cost allocation and meaningful text explaining the purpose of the transaction as it relates to UCT approved business expenditure, within the following time periods:

- All PCard transactions - within 7 days of transaction date,

except for

- expenditure while travelling – within 7 days of return from a trip;
 - cash withdrawals – including reconciliation and repayment of excess cash, within 7 days of transaction date or return from a trip
- Identify fraudulent transactions on their PCard by monitoring the transactions on their card via the SMS alert notifications, PCard expense report, monthly statement and daily online listing of transactions.

 **Caution**

Fraudulent transactions must be reported to the [Bank](#) and [PCard Admin office](#) within 30 days of statement date for local transactions and 45 days of statement date for international transactions.

- When a Card holder moves from one department to another the [MM019](#) form must be completed and sent to the [PCard Admin office](#) for processing.
- To raise the credit limit on a temporary or permanent basis, the Card holder is required to:
 - Complete the [MM014](#) form.
 - **Ensure that adequate funds are available before using this card for any transaction.**
- All new applicants will receive an SMS transaction notification from the Bank for each transaction, which includes the balance available.
- When disputing a transaction, the Bank will charge an administration fee for disputed transactions that are proved to be valid UCT business expenditure.
- If the original slip has been lost, and every effort has been made to get a copy of the original slip, then an the [FM050](#) (Missing documentation form) may be used under exceptional circumstances.

 **Note**

All missing document forms (FM050) will be tracked and monitored as

- part of the consequence.** For all PCard transactions cleared with an FM050 form, the Card processor must include “FM050” in the text narration when cleared.
- The Faculty/PASS finance manager, on review of the FM050 reserves the right to reject the FM050 if
 - there is insufficient evidence to ascertain that the expense was valid UCT business expenditure, or
 - little effort was made to obtain a copy of the original slip,and request the Card holder to reimburse UCT immediately.
 - A card with unposted transactions older than 60 days will be blocked until all transactions have been cleared.



Caution

- After two such events, the PCard will be blocked for 3 months or may be permanently closed.
- Where use of a PCard is a requirement for the role, and the PCard has been blocked, this may have disciplinary consequences, in accordance with the PCard compliance Practice Note.

b) Roles and responsibilities of the Fund holder

- The Fund holder is accountable for all transactions on their funds, including posted PCard transactions.
- Ensure that all approved transactions are posted timeously to funds, especially where there are reporting requirements.

c) Roles and responsibilities of the Card processor

- Responsible for the general administration and daily processing of PCard transactions for assigned Card holders within a department.
- Required to process card transactions within 7 days of receiving the Card holder supporting documents.
- Where Card holder supporting documents have not been submitted to Card processor within the policy timeframe, they must follow up with the Card holder on the PCard unposted transaction report, scheduled on a weekly basis by the Faculty/PASS finance office, to the Card holder and Card processor.
- Ensure the narration input into SAP is meaningful and contains the required information to inform the review of the expenditure. E.g. if the supporting documentation is an FM050, this must be included in the narration.
- Ensure that the correct GL account is selected, and that VAT is reflected correctly, when processing the SAP transaction.
- Where a Card processor notices an item on the supporting documentation that may require further investigation, they must report this to Faculty/PASS finance manager.
- If the Card holder supporting documents have not been received within 1 month, the Card processor must escalate the matter to the Faculty/PASS

finance manager, as well as the Card holder's line manager.

- Attend training as advised by the PCard Administration Office.
- Given the importance of timely posting of card transactions, disciplinary action may be taken against the Card processor where policy timelines are not met and delays are the fault of the Card processor and not the Card holder. Refer Practice Note on PCard compliance.

 **Note**

Card processors may not process their own PCard transactions.

d) Roles and responsibilities of the Card holder's line manager

- The Card holder's line manager has a vital role in the primary review of the Card holder's expenditure.
- The Card holder's line manager is required to attend initial training for their responsibilities as line manager, and as advised thereafter.
- Where a Card holder's card was used to incur expenditure on behalf of a line manager, such expenditure must still be approved by one signatory higher than the line manager concerned. This should be the exception as the line manager's own card should be used wherever possible.
- The Card holder's line manager must:
 - Receive a scheduled report of posted PCard line item expenses, with appropriate and detailed narrations as to the purpose of the expense;
 - Approve and sign the Card holder's expense report to confirm validity of the business expenses for the previous month;
 - Ensure that the Card holder complies with this policy in terms of submission of supporting documents;

 **Note**

A card with unposted transactions older than 60 days will be blocked until all transactions have been cleared, and the line manager informed. After 90 days, the Faculty/PASS finance manager will escalate this to the Dean/Director for further investigation and for reporting to the Risk Management Committee.

- Review a sample of supporting documentation for validity of UCT business expenses, particularly entertainment, as part of the review;
- Return the signed line item expense report to the Faculty/PASS finance office by the 15th of the following month.

 **Note**

During periods of absence, this responsibility may be delegated to an appropriate staff member, in writing, but not to the Card processor or Faculty/PASS finance manager.

e) Roles and responsibilities of the Head of Department

- Authorises individual card applications.
- Approves the individual card profiles in the department.
- Review and monitor the use of PCards in the area.
- Must ensure that there is a sound PCard administration environment in

the department.

- Responsible for communication and implementation of UCT policies and procedures.

f) Roles and responsibilities of the Faculty/PASS finance manager

- Validate individual card applications and PCard profiles together with the HOD, by ensuring that the card limit requested is appropriate for the role and is in alignment with available budget.
- Ensure that card processing and reporting procedures are being followed by the Card holders, Card processors and line managers in their area.
- Review and interrogate the FM050 form, and only sign off where every effort has been made to obtain the missing documentation. Use of the FM050 form to be monitored by the Faculty/PASS finance manager for consequence management purposes in terms of the Practice Note.
- Ensure that weekly reports are scheduled to the Card holders, Card processors of unposted transactions.
- Follow up on the unposted transactions older than 60 days with the Card holders and Card processors as card will be blocked automatically by the PCard Administrator after 60 days.
- Inform the Card holder's Line Manager of unposted transactions greater than 60 days. After 90 days, the Faculty/PASS finance manager will escalate this to the Dean/Director for further investigation and for reporting to the Risk Management Committee.
- Keep the Card holder's line manager informed of any potential breaches of policy.
- Liaise with the PCard Administration office on any guidance/advice required in terms of this policy.
- The Faculty/PASS finance manager must ensure the following reports are scheduled and run:
 - Weekly unposted transactions to the Card holder and Card processor;
 - Monthly posted expense line item reports to the Card holder's line manager and the Card holder, for sign off.
 - Bi-annual Card holder expense reports to review Card holder expenditure patterns and spending limits.
 - Liaise with the Dean or Executive Director regarding the Card holders and the card profiles in their area.



Note

No Faculty/PASS finance manager may operate a PCard. This also applies to the assistant finance managers or finance officers who are required to monitor card usage in their areas.



g) Roles and responsibilities of the PCard Administration office

- Liaison with Nedbank.
- Issuing cards and managing PCard profile changes.
- Providing training and documentation to all role players.
- Timeous loading of all transaction data from the Bank into SAP.
- Posting, payment and reconciliation of the monthly Bank statement.
- Information, reporting and liaison with all parties regarding policy compliance.
- Communication with the Card holders, Card processors and Faculty/PASS finance managers, as required.
- Monitoring annual credit and cash limits and usage on a bi-annual basis.
- Monitoring unposted transactions older than 60 days and, suspending cards which have unposted transactions older than 60 days (without valid reason) or where requested by the Faculty/PASS finance manager.

7. Consequences of non-compliance

- Refer to the Practice Note on PCard policy compliance.
- UCT's PCard compliance Practice Note is designed to encourage overall compliance, while recognising proportional differences in the severity and frequency of violations by assigning consequences to the various types of non-compliance.
- The PCard Compliance Practice Note will be advised by PPS and updated on an annual basis.
- While the PCard is blocked, a PCard audit may be performed on all transactions.
- Failure to comply with reasonable requests for information during any audit/investigation may result in the card being temporarily blocked or permanently revoked.
- Failure to use the card or fulfil all related roles in compliance with UCT PCard Policy and procedures and Card holder agreement can result in the PCard being blocked or revoked and/or possibly disciplinary action, including termination of employment.
- If a Card holder's card is revoked for non-compliance, the individual may not apply for a subsequent card without authorisation by the Dean/Director/Executive Director.



8. PCard training

• **Card holders**

- Card holders must attend a 30 minute information session in person when the PCard is issued, in addition to the scheduled formal training. No proxies are acceptable.
- A PCard holder agreement form must be signed by the Card holder and submitted to the PCard administrator when the card is issued.
- The PCard holder will receive a quick reference guide, as well as an overview of the processes and non-compliance consequences in terms of Practice Note.

• **Line managers**

- New Line managers of Card holders must attend a formal training session, as well as additional training sessions, as advised thereafter.

• **Card processors**

- New Card processor training is provided by the PCard Administration office every month and is compulsory for SAP access.

9. Audit of PCards

Periodic audits will be carried out regularly and without warning by both internal and external auditors, as well as Faculty/PASS finance managers and the PCard administrator.

Based on the audit findings, action will be taken in terms of the agreed consequence management in terms of the Practice Note.

Implementation responsibility

Fund holders and each individual authorised to use a PCard.

 **Note**

The HOD is responsible for ensuring all policies and procedures are communicated to and implemented by the responsible individual(s), including research staff. The Faculty/PASS finance manager has to ensure reasonable controls exist to support the implementation of policies.

Contact PCard Administration office

fnd-pcard@uct.ac.za

PPS Room 2.22, Meulenhof Building, Mowbray

Tel: 021 650 4462

| | |
|-------------------------------|---|
| Policy owner | Executive Director: Finance |
| Responsible for update | Director: Procurement and Payment Services (PPS), Finance |
| Prior review | December 2019 |
| This review | March 2021 |
| Approved by | Council |



APPENDIX A

PURCHASING CARD HOLDER AGREEMENT

I,

hereby acknowledge receipt of UCT Purchasing Card
No.

As the Card holder, I agree to comply with the following terms and conditions regarding my use of the card.

- I understand and acknowledge that under no circumstances is this card to be used for my personal expenses.
- I understand that I am being entrusted with a Purchasing Card (PCard) and will be making financial commitments on behalf of the University and that I must ensure that adequate funds are available to meet a commitment before using this card for any transaction.
- The PIN number associated with the PCard is confidential and must not be shared with anyone.
- I understand that I must use designated vendors whenever possible as identified by the University's Procurement and Payments Services (PPS) section of the Finance Department.
- I undertake to use the card for appropriate University of Cape Town business purchases only. I understand that the University will audit the use of this card and report and take appropriate disciplinary action on any discrepancies.
- I undertake to follow the established procedures for the use of this Card and understand that failure to do so may result in revocation of my use privileges and/or disciplinary action, including termination of employment.
- I have been given a copy of the PCard guide and understand its requirements and any future requirements as defined by the online documentation and communication received from the PCard administrator.
- I undertake to follow the established procedures for the use of this Card.
- I undertake to submit all supporting documentation and information to my Card processor:
 - within 7 days for local transactions
 - within 7 days of return from a trip
- I understand that failure to follow the PCard procedure listed above will result in the suspension (blocking) of my card and/or disciplinary action, including termination of employment.
- I undertake to monitor the expenses on my card, via the PCard Expense report and statement
- I undertake to timeously identify fraudulent transactions on my card and notify the Bank and Card administrator accordingly.
- I agree to return the PCard immediately on request or upon termination of employment (including retirement). Should there be any organisational change necessitating a change in the card's default fund/cost object, I undertake to notify the PCard administrator immediately ([MM019](#))
- If the PCard is lost or stolen, or if the use of the PCard is compromised by persons other than me having access to the PCard details, I undertake to notify the Bank and PCard administrator immediately
- I understand that I am responsible for all charges related to this PCard
- I have read and understood UCT finance policy PUR002

Signature of Card holder:

| | |
|--|---------|
| | Staff # |
|--|---------|

Signature of Card administrator:

| | |
|--|----------------|
| | Date of issue: |
|--|----------------|

cc Card holder
Card holder's line manager
HOD
Faculty/PASS finance manager