Acquisition Card Use – Manager’s Guide

# What *You* Need to Know

This is a one-page highlight of the Acquisition Card program for funds center managers. Read it before you begin to supervise any employee who has an Acquisition Card.

# What is the Acquisition Card?

It is a one-stop self-service purchasing and payment tool. Currently, the card is a Desjardins VISA credit card with an easily-identified black and white mountain-view background.

# What is it for?

Purchasing [low dollar value (LDV) goods and services](http://iservice.prv/eng/finance/purchasing/low_dollar_value_purchases.shtml) to meet *operational requirements*. An *operational requirement* means a good or service that your group *needs* to fulfil its mandate. This would not usually include, for instance, coffee for the kitchen or flowers for a colleague. The card is now *mandatory* for most LDV purchases, [unless a policy exception applies](http://iservice.prv/eng/finance/policies/ad/acqcard_policy.shtml#6.1). An LDV purchase is typically up to $10,000, all taxes and fees included. Some Acquisition Cards may have higher or lower dollar limits.

# What is the funds center manager’s role with the Acquisition Card?

Funds center managers must authorize *all* purchases *in writing* (an e-mail is OK) and identify the approximate dollar amount, per Section 32, *Financial Administration Act* (FAA). This authorization can be for just one purchase, or can be long-term (e.g. office supplies). Funds center managers must review the monthly documents prepared by the cardholder, and flag any inappropriate or unauthorized purchases. If all purchases are OK, approve the documents as per Section 34, *FAA*. However, if any such purchases do appear, contact the Card Coordinator (see iService) and identify the problematic purchases on the documents. For more information, review the [Acquisition Card Policy](http://iservice.prv/eng/finance/policies/ad/acqcard_policy.shtml).

# Who can use an Acquisition Card?

* The person whose name is on the card (the “cardholder”) is the *only* one permitted to use it.
* If a backup is required, e.g. during cardholder’s vacations, the funds center manager must have another team member get a separate Acquisition Card. Acquisition Cards must *not* be lent or borrowed.
* New cardholders must pass [free *mandatory Acquisition Card training*](http://iservice.prv/eng/finance/purchasing/acquisition/acq-card.shtml).
* Cardholders must have indeterminate employment status, or minimum 6 months term service.
* Cannot sign for own purchases. If a funds center manager has an Acquisition Card then his or her superior will have to sign the monthly documents. Cardholders cannot self-approve documents.
* Some regions and branches have centralized all Acquisition Card purchases at managed services.

# Where can I learn more?

More information is available through [iService](http://iservice.prv/eng/finance/purchasing/acquisition/acq-card.shtml).