

Complete Policy Title: Departmental and Research Campus Store Charges	Policy Number (if applicable):
Approved by: VP Administration	Date of Most Recent Approval: July 2016
Date of Original Approval(s): April 2011	Supersedes/Amends Policy dated:
Responsible Executive: Director of Finance	Enquiries: <u>Financial Services</u>
<i>DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails</i>	

Scope:

This policy pertains to all departmental charges made at the Campus Store to valid chartfields. This policy provides procedures for the purchase of eligible and reasonable expenses that are made through the Campus Store using a departmental or research account.

Procedure:

1. Upon checkout at the Campus Store, the cashier will ring up the items being purchased. It is the purchaser's responsibility to ensure the items are 'eligible expenses'.¹
2. The purchaser will indicate that the method of payment is to charge a McMaster (MAC01 Business Unit) departmental or research account.
3. The purchaser will be requested to provide:
 - (i) a valid chartfield to charge – validity is checked electronically by verifying the chartfield directly against Peoplesoft; and
 - (ii) a valid McMaster photo ID card or valid student ID; ID numbers are checked against a file provided by UTS to ensure the purchaser has an active McMaster ID.

For charges to Research Accounts, the purchaser must have designated Campus Store purchasing privileges and be specifically identified in Peoplesoft on the account being charged. ID's of authorized Research purchasers are validated against a separate file of signing authorities provided to the Campus Store by Research Services

4. The employee name and extension number will be documented on the cash register receipt to enable follow-up if needed.

¹ See *Policy on Reimbursement of Goods and Services* at http://www.mcmaster.ca/bms/policy/accounts_payable/ap01-rem_univ_bus.pdf and *Policy on MPDAs and PDAs*, see <http://www.mcmaster.ca/policy/faculty/Financial/PDAPolicy.pdf>.

5. The purchaser will be provided a signed copy of the receipt which they are expected to retain for reconciliation purposes with their Peoplesoft statements. The account holder should review these receipts to ensure that the expenses incurred are for business purposes and thus eligible to be charged to their accounts. Purchasers should be aware of eligibility rules before making purchases to ensure that items being purchased are eligible on the accounts being charged. Because ID numbers will not appear in Peoplesoft, it is important that the purchaser retain the receipt for reconciling purposes.
6. The Campus Store will retain a duplicate original signed copy for audit purposes. Duplicate copies of receipts can be provided by the Campus Store however, the Campus Store may charge an administrative fee for each receipt reprinted.
7. For purchases made to a research account, the Research Finance Offices will be sent a detailed listing of charges made on all research accounts. This will be done daily via an electronic file. Each office will review these charges to ensure that the items purchased are eligible as defined by the appropriate granting agency of the account being charged. If there is a question regarding the purchase, the purchaser will be contacted and the appropriate action will be taken.

Compliance

All account signing officers are ultimately responsible for charges to the department through the Campus Store.