US Bank Purchasing Card is transitioning to a new ScotiaBank Purchasing Card (VISA)

Department: Procurement/ Payables

The University has made the decision to transition from the current USBank card to a new Scotiabank VISA as the corporate Purchasing Card.

Current Cardholders will be contacted by the Department of Treasury Operations, who will provide you with an application form, along with training material and links to information covering approvals, monthly reconciliations, and many other topics.
The application form must be completed and returned to Treasury@uoguelph.ca.
[1] Monthly recurring charges on your current card will need to be cancelled and set up on the new card during the transition to ensure no interruption in services.

Cardholders and approvers must review and understand the PCard procedure before applying for a Scotiabank Pcard, the procedure can be found here. [2]

USBank Pcards will be cancelled as of January 16th, Cardholders should ensure that they have the new Scotiabank card prior to this date.

Source URL:https://www.uoguelph.ca/finance/us-bank-purchasing-card-transitioning-new-scotiabank-purchasing-card-visa

Links
[1] mailto:Treasury@uoguelph.ca [2] https://www.uoguelph.ca/finance/system/files/ProCard_1.pdf