

## FESC Credit Card Information

MSA credit cards are available upon request and will be billed directly to the MSA. Sites can email [engagement@doctorsofbc.ca](mailto:engagement@doctorsofbc.ca) or their Engagement Partner for the application once they have been trained in FEMS. Requests may take 2 to 4 weeks to be processed. One credit card will be available per MSA with a limit of \$5,000.

Please refer to the Credit Card Application form terms and conditions.

### Process:

1. Site will submit the signed application to [engagement@doctorsofbc.ca](mailto:engagement@doctorsofbc.ca). (Signed by both cardholder and Executive of the MSA).
2. Project Coordinator will request credit card from Scotia.
3. Project Coordinator will inform Enkel of the card number as well as the cardholders name and provide a copy of the signed application. Enkel will then deduct the \$75 fee from the MSA funding.
4. Once the credit card has been received and transactions are made the Card Holder will need to keep all receipts to submit through ReceiptBank. All receipts should be scanned into one PDF for submission and a comment included in the ReceiptBank form stating "MSA Scotia Visa PAID".
5. At the end of the month Enkel will reconcile the credit cards and contact the cardholder or site support to gather any missing receipts.

Please see the stepguide to processing credit card claims on the FE website.

### Roles and Responsibilities:

1. The cardholder is responsible for submitting all receipts to the MSA Financial Administrator on a bi-weekly basis as pre-approved by the MSA Executive.
2. The site is responsible for the one-time fee of \$75 that will be deducted from the MSAs annual funding.
3. It is the responsibility of the cardholder to inform both Scotia Bank and FEI if the card is lost or stolen.
4. The cardholder must inform FEI on any change of address information.
5. The limit on all credit cards is \$5,000 unless otherwise approved by the SSC Facility Engagement Working Group.
6. The Credit Card does not support foreign currencies including USD.
7. Should the card be in the Project Managers name the site is responsible for the following;
  - a. Informing FE
  - b. Collecting the credit card and sending it back to FE (Suite 115 – 1665 West Broadway, Vancouver, Attn: Jessica Fedor)

For additional details please see the terms and conditions on the bottom half of the credit card application form.