



*Quick Tips/Reference Sheet  
for the U of W Scotiabank VISA PURCHASING Credit Card Program*

- ▶ Card transaction limit is \$2,500 (incl. taxes) & monthly limit is \$10,000
- ▶ Payment for card expenses is made to the bank BY THE UNIVERSITY
- ▶ Monthly statements are sent to the cardholder's University email address mid-month -will show from [TransPlus@procard.com](mailto:TransPlus@procard.com)- & subject line is 'Scotiabank Visa Statement'. Print your statement for verification and record keeping purposes.
- ▶ Certain types of usage is prohibited and cardholders should remind themselves of the allowed usage parameters of this card and their obligations as a cardholder- see details in the document "*Purchasing Card Information Package & Application*"
- ▶ Transactions made on the card are uploaded from the bank once per month to the Financial Information System and charged to the cardholder's applicable grant or operating account- the cardholder has the option to edit where the expenses will post to if they do it online in the VISA card website prior to this upload- See more detail on how this works in the document "*How to Guide for Purchasing Allocations*"
- ▶ Both documents referred to above can be found on the Purchasing website From home page [www.uwindsor.ca](http://www.uwindsor.ca) click on "Services & Support" then click on "Purchasing" then see "Credit Cards" tab
- ▶ **Activation of this card**  
Call the toll free number on the red sticker on the front of your new Scotiabank VISA credit card (1- 888-514-2924) and follow the prompts
- ▶ For administrative questions on the program call Purchasing x2085