

# Decision Support Tool

## Paramedic Specialist Corporate Card Use

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### 1) PURPOSE

This Decision Support Tool (DST) provides direction for the Paramedic Specialist team on the proper use and documentation of BCEHS/PHSA-issued corporate cards, ensuring alignment with existing PHSA policy and procedure (see **Supporting Documents**).

The Paramedic Specialist team is encouraged to use their corporate cards as an important tool to engage with their frontline colleagues and represent the interests of both the Clinical Hub and BCEHS as an organization.

### 2) SCOPE

This DST applies to all Paramedic Specialists who have been issued a BCEHS/PHSA corporate card for authorized expenses related to operational duties, and incidental costs incurred while on duty.

This DST does not apply to Unit Chiefs, Logistics Specialists, Managers, or other supervisors who may utilize a corporate card in support of the Paramedic Specialist team.

### 3) POLICY

Paramedic Specialists are encouraged to use their corporate cards to support debriefs, education, engagement, and field activities, such as purchasing coffee for another BCEHS crew during a clinical debrief after a difficult call. The discretion of the Paramedic Specialist to go out-of-service (OOS) for a crew engagement or debrief is described in sections 3.4, 3.5, and 5.1.1 of the [Paramedic Specialist Deployment Plan](#).

Paramedic Specialists are encouraged to use their professional judgement in the use of their corporate card, as there is no restriction on corporate card use to support engagement with external partners (e.g., other first responders, hospital staff, etc.). When external partners are engaged, the expense should be appropriately documented with names/employer written on the receipt.

There is a monthly spending cap set at \$500. This cap is a maximum limit and should not be viewed as a target expenditure. Paramedic Specialists will consult with their manager for specific guidance on corporate card use if there is any uncertainty.

#### a) Permissible Expenses

- Coffee or light snacks (not meals) for debriefs.
- Essential items for team support in extreme weather (e.g. rehydration).
- Ice for coolers.
- Meals when participating in pre-authorized travel (refer to PHSA travel guide).
- Parking fees for BCEHS courses (if applicable).

- Transportation on official business (pre-authorized by manager if feasible).
- Situational items not readily available on-site.

**b) Unapproved Expenses**

- IMITS items purchased via the Service Catalogue.
- Capital equipment as defined in the [Capital Assets Policy](#).
- Stock items available through PHSA warehouses, ePRO, and other items secured through blanket orders and negotiated contracts via Supply Chain.
- Membership fees (e.g. Amazon, Costco).
- Gift Cards payable to employees.
- Donations of any kind.
- Any item exceeding the credit card limit.

**c) Approval of Transactions**

All expenses incurred using the corporate card must receive approval where applicable, particularly for operational or situational purchases not routinely required. Approval must be obtained from the Manager or Director responsible for the Paramedic Specialist team for any expenses that fall outside of routine/operational activities.

- i) The Provincial Operations Manager may be contacted for approval outside of normal business hours at **1+(604) 828-4510**.

Cardholders should ensure that all expenses are both necessary for their operational duties and aligned with PHSA guidelines. Approval for exceptional expenses should be documented, and any purchase that may be considered a restricted or prohibited expense must be discussed and cleared before incurring the cost.

Cardholder must ensure that all expenses are:

- Appropriate, in reference to the nature and context of the expense.
- Reasonable, in reference to the economy of the expense amount.

**4) ROLES AND RESPONSIBILITIES**

**a) PS Role-Specific Documentation**

- i) All expenses on a BCEHS/PHSA corporate card must be documented in the BMO Spend Dynamics application at [www.bmospenddynamics.com](http://www.bmospenddynamics.com).
- ii) The BMO Spend Dynamics application requires a photograph or scan of the receipt for each expense. For purchases involving other BCEHS employees (e.g., coffee), write the employee number(s) and last name(s) on the receipt prior to taking a photo. Original receipts must be retained for 18 months.

*Note: Missing names/employee numbers is one of the most common prompts for an audit by the PHSA Corporate Card Program.*

- iii) Document the expense in BMO Spend Dynamics using the Paramedic Specialist-specific coding information below:

Business Unit (BU)	<b>00080</b>	BC Emergency Health Services
Fund	<b>01</b>	Operating Fund
Account Code	<b>**See list below</b>	<i>*Select account code specific to type of expense*</i>
Department	<b>73124007</b>	Clinical Hub
Site	<b>520</b>	Lower Mainland
Project Code	<b>UOZ16502</b>	Paramedic Specialist Team

- **\*\*Most common list of Account Codes:**
  - **4505300** - Tea Coffee
  - **4506500** - Catering
  - **4951000** - Department Supplies - General
  - **6231000** - StaffTrav Loe Non-Svc Rec Rel *(for travel within the Metro Van area; i.e. Burnaby, Richmond, North Van, Surrey)*
  - **6231200** - StaffTrav Prov Non-Svc RecRel *(for travel outside of Metro Van area and within the BC province; i.e. Victoria, Abbotsford, Prince George, Kelowna)*
  - **6231400** - Staff Trav OOP Non-Svc RecRel *(for travel outside of BC province)*
  - **6960000** - Meeting Expense
  - **7650000** - Minor Equip Direct Expense

- iv) For the step-by-step guide please refer to the following link for comprehensive guide on how to submit a claim (pg. 3-27) [BMO Spend Dynamics](#)

## b) Fraudulent Charges

In alignment with PHSA policy, PS cardholders must monitor their BMO Spend Dynamics accounts for fraudulent charges. PS members are to report fraudulent transactions charged to their corporate card within 60 days of the billing cycle date noted on the statement for which the problem appeared.

Please report fraudulent expenses to [ccard@phsa.ca](mailto:ccard@phsa.ca) and copy the Manager and Director responsible for the Paramedic Specialist team in the notification.

## c) Suspension or Cancellation of the Corporate Card

Cardholders will have their corporate card suspended or cancelled at the discretion of the Administrator and/or PHSA Finance for various reasons including but not limited to:

- Failure by the Corporate Cardholder to perform a monthly account reconciliation for two consecutive months.
- Repeated non-compliance to this Policy and/or other applicable policies.
- At the recommendation of Manager or Director responsible for the Paramedic Specialist team.

## 5) SUPPORTING DOCUMENTS

### a) Related PHSA Corporate Card Policy

- [Corporate Card Policy](#)
- [Capital Asset Policy](#)
- [Travel and Business Expense Policy](#)
- Annual [Learning Hub](#) course completion required

### b) Guidelines/Procedures/Forms

- [Corporate Card User Guide](#)

## 6) REVIEW SCHEDULE

Adopted	November 2024	Owner:	Director, Clinical Hub
Next Review Scheduled	November 2026	Reviewer:	Manager, Clinical Hub