

BARCLAYCARD HM GOVERNMENT PROCUREMENT CARDS

Sharepoint Location	Non-Clinical Policies and Guidelines
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Lead author and designation	Isobel Bird, Capital & Accounts Payable Manager

KEY POINTS:

- Prompt payment of procurement card statement
- Authorisation protocol
- Leavers/Changes required
- Record keeping

PETERBOROUGH AND STAMFORD HOSPITALS NHS FOUNDATION TRUST

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Cardholders must adhere to the following:

- **Payment must be made within 11 days of the statement date.** Failure to do so will incur an interest charge to the relevant cost centre. The Financial Services department has organised same day bank transfer to reduce the risk of late payment. The cardholder is responsible for getting the authorised details to Financial Services within 48 hours of receipt of their department's statement.
- **The cardholder is responsible for ensuring appropriate authorisation is obtained prior to passing to Financial Services.**
There must be 2 signatures on each statement, one being the cardholder and the other being the relevant General Manager, Director or Head of Department as per the Trust's Scheme of Delegation. E-mail authorisation is acceptable.
- **All transactions must be coded before passing to Financial Services.**
The appropriate cost centre and expenditure code must be clearly written, with supporting documentation if several transactions are linked into sub-totals. Your CBU Accountant can provide the correct codes upon request.
- **The cardholder is responsible for keeping records of every transaction.**
Receipts, including on-line receipts, are to be retained for at least 3 years, per HM Revenue & Customs guidelines, as these must be made available at VAT or any other relevant audit, undertaken either by Internal or External Audit, or HM Revenue & Customs.
- **Leavers and cardholder changes (e.g. name, limit, authorised categories for expenditure) must be notified to the administrator immediately.**
The administrator must be informed if a cardholder leaves, or changes responsibilities, as soon as possible, and the card is to be returned to the administrator for disposal. Should an alternative arrangement for use of the cards be required, the administrator will deal with it on behalf of the department.

Isobel Bird, ext. 7977, is the card administrator for the Trust, and will endeavour to assist with any queries.

Cardholder Name.....

Cardholder Signature.....

Manager's Signature.....Date.....

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