

US

UNIVERSITY  
OF SUSSEX

# Purchasing Card Guide



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## 1 What does this guide cover?

Purchasing via a purchasing card is an approved exception to the standard purchase ordering route, in order to meet business need and achieve value for money. **Part one** of this guide explains the University's policies for the use and control of purchasing cards, and the responsibilities of cardholders, budget holders and Heads of School/Directors of Professional Service. **Part two** summarises the processes for using purchasing cards, and explains how to use the finance system to complete cardholder purchasing card tasks and budget holder authorisation tasks. **Cardholders are advised to read all of this guide; budget holders are advised to read Part One and Section 4 of Part Two of this guide.**

For guidance on general purchasing of goods and services, please visit the [Finance Website](#).

### Before reading this guide, you should have completed the following pre-requisite training:

- ✓ The 'Finance Essentials' e-learning course
- ✓ The 'Using the Finance System' e-learning course
- ✓ The 'Purchasing Goods and Services' e-learning course and/or guide
- ✓ The 'Travel and Working Away from Base, Hospitality and Out of Pocket Expenses' e-learning course and/or guide.

### By the end of reading this guide you should:

- ✓ Understand your responsibilities under the University's policy and guidance for using purchasing cards
- ✓ Understand the importance of the proper administration of a purchasing card
- ✓ Know how to use the finance system to complete purchasing card tasks, including authorisation
- ✓ Know how to find further information, training and advice to support you in carrying out the finance related aspects of your role.

## 2 Who do I contact for further help?

This guide endeavours to capture all of the essential information cardholders and budget holders need to know regarding the use of purchasing cards at the University. However, if you have any questions after reading this guide please visit the [Finance Website](#) or contact the Finance Service Desk via email at [FinanceServiceDesk@sussex.ac.uk](mailto:FinanceServiceDesk@sussex.ac.uk) or by phone on 01273 87(7172) between 8.30am and 5pm.

## 3 Feedback and comments

We value your feedback and would be grateful for any comments on how to improve this guide. Please email the [Finance Service Desk](#) with your comments and feedback.

## 1 The financial framework

The regulatory environment within which the University operates creates a series of requirements the University must meet. In relation to purchasing goods and services the key requirements are:

- To ensure the University is compliant with its legal requirements
- To ensure value for money is achieved in purchasing and can be demonstrated to students, funders, government and other stakeholders.

The University has put in place a financial framework to help meet these requirements.

The key elements of the financial framework are:

### The Financial Regulations

The Financial Regulations are the rules laid down by the University that staff need to follow. They make up the core of the financial framework. They are designed to ensure the proper and efficient use of resources within a sound system of internal control that supports the achievement of policies, aims and objectives, and that fulfils any legal, financial or regulatory obligations.

The Regulations set out specific responsibilities for individuals and categories of individuals associated with the University. For further information, the Financial Regulations can be found on the [Finance Website](#).

### Purchasing Policy

The Purchasing Policy sets out the University's expectations with regard to the purchasing of all goods and services in order to achieve the best possible value for money for the University.

This policy applies to:

- All purchases of goods and services irrespective of the source of funding
- All purchases undertaken by a member of staff in connection with their University duties
- All purchases undertaken by any individual authorised to undertake purchasing activity on behalf of the University.

The Policy (which can be found on the [Finance website](#)) sets out all approved ways of purchasing at the University, including purchasing cards, and explains when it is appropriate to use them.

### Systems

Purchasing card transactions are made outside of the finance system, and require authorisation once the monthly statement is imported to the system.

The finance system is used to record all purchases against the right categorisation (such as account code, subproject code and tax code) so that we can control and report expenditure, and provide an audit trail for financial control, HMRC and other stakeholders.

## 2 Why is the financial framework important to me?

It is important that all staff making purchases understand their responsibilities within the financial framework. Particular implications for the use of purchasing cards are highlighted below.

### Value for Money

The University aims to achieve value for money in all of its activities. With purchasing, this is achieved through acquiring goods and services from the right supplier in the most cost effective way. This applies to all methods of purchasing such as purchase orders, purchasing cards and out of pocket expense claims.

Achieving Value for Money requires a judgement to be made which balances the benefits derived from the goods and services against the total cost of buying and using them. Individuals need to ensure that they can evidence that they have achieved best value for money in all purchases, particularly those where they have selected alternative suppliers or not selected the quotation with the lowest price.

Purchasing cards are often the most cost-effective method of purchasing, however they offer reduced financial and budgetary control and place more reliance on the cardholder to identify value for money.

### Compliance

Failure to comply within the requirements of the financial framework may lead to disciplinary or other appropriate action against staff. Any purchase that appears to be deliberately falsified, inflated or otherwise fraudulent will be investigated under the procedures outlined in the [Fraud Response Plan](#).

Individuals need to ensure that they understand and adhere to their responsibilities. This guide will support you with this.

The Purchasing Policy sets out the minimum controls expected. Heads of School and Directors of Professional Service are responsible for compliance within their areas of responsibility and may have additional local procedures to ensure value for money which should be followed where applicable.

Due to the reduced financial and budgetary control offered by purchasing cards, their use may be subject to regular review by the University's internal auditors.

### Judgement

Under the Freedom of Information Act, the University regularly discloses information in relation to purchases. There is significant public interest and the importance of complying with policy cannot be overstated.

By their nature certain types of expenditure relating to personal travel, accommodation, entertaining and similar situations requires significant judgement to be applied to ensure value for money from University funds.

A policy cannot cover every eventuality and some form of personal judgement will be required occasionally. If in doubt, you should apply the transparency test, i.e. would you be comfortable with the action or behaviour in question being subjected to public scrutiny?

### 3 How does a purchasing card help with value for money?

Staff are required to achieve value for money in all purchasing. University purchasing cards have many advantages that can support achieving value for money in the following ways:

- They enable simple and immediate purchasing with low maintenance cost and effort
- They reduce the administration burden for one-off purchases
- They offer some protection for the University against supplier issues and third party fraud (as for a personal credit card)
- Where approved for cash withdrawals, they reduce the administration and security burden attached to advances
- They enable 'a better deal' for the University. For example, with card-only suppliers or where prices are changing rapidly (such as services purchased from the University's managed travel provider).

### 4 When is it appropriate to use a purchasing card?

Purchasing cards should be used in the following circumstances:

- 1 The purchase is expected to be a one-off from a supplier not already set up on the finance system
- 2 The supplier only accepts card payments
- 3 The purchase is from the University's managed travel provider to secure the price on offer
- 4 It is not possible for the individual to access the University's Finance System at the point when the purchase is needed. For example, when travelling on University business.

#### When is it not appropriate to use a purchasing card?:

- 1 Purchasing cards are for use only in relation to the business of the University, and must never be used for personal purchases.
- 2 Purchasing cards should be used in preference to out of pocket expenses where access to both exists. However, whilst purchasing cards are intended to provide a quick and easy access to purchasing it is important that, wherever possible, we take a planned approach to purchasing and do not use purchasing cards as a routine 'emergency' alternative to purchase ordering.
- 3 It is not appropriate to use University funds for any of the following items:
  - Day-to-day living expenses (e.g. toiletries, clothing, newspapers and snacks) and traffic fines
  - Usual travel (between home and usual place of work)
  - Gratuities (except where culturally paying a gratuity is seen as compulsory)
  - Formal attire (dinner jacket or ball gown costs to attend formal functions)

- Care costs (childcare costs, kennel/cattery costs or vets fees and similar expenditure)
- Alcohol (except for conferences, business entertaining and welcome/leaving events within set limits)
- Personal gifts (such as flowers and chocolates)

**4** Any expenditure that could potentially be covered by IR35. To understand how suppliers are assessed for IR35, please refer to [www.sussex.ac.uk/finance/how/purchasing](http://www.sussex.ac.uk/finance/how/purchasing).

To understand policy and guidance on the types of appropriate expenditure please refer to the [Purchasing Goods and Services](#) and [Travel, Working Away from Base, Hospitality and Out of Pocket Expenses](#) e-learning and guides.

### **Cash withdrawals:**

It is recognised that travellers overseas may need to withdraw cash in order to facilitate the payment of expenses in certain places where a cash culture exists. Cash withdrawal facilities should be used in preference to a cash advance as they are more secure and avoid the need to transfer money into an individual's personal bank account.

Cash withdrawal facilities are not automatically set up on purchasing cards. Should you require a cash withdrawal facility, either permanently or temporarily, please contact the [Finance Service Desk](#).

# 5 What are my purchasing card responsibilities?

**Note:** If the Head of School or Director of Professional Service is also a budget holder and/or cardholder the respective columns in the table below will also apply.

	Head of School/Director of Professional Service	Budget Holder	Cardholder
<b>Ensuring value for money (VFM) and financial control for the University</b>	<p>Understand and consider the risks and benefits of using purchasing cards within your area of responsibility, and identify any local arrangements required to support VFM and financial control. This may include delegation of some authorisation responsibilities, but you remain ultimately responsible within your area.</p> <p>Ensure that local arrangements are in place to support VFM.</p>	<p>Ensure that staff using purchasing cards against your budget understand and comply with the Purchasing Policy and have undertaken the appropriate training, such as reading this guide.</p> <p>Implement and manage any local arrangements to support VFM and financial control and ensure that cardholders are aware and comply with them.</p>	<p>Undertake the appropriate training, such as reading this guide, and understand and comply with the Purchasing Policy.</p> <p>Understand and comply with any local arrangements in place to ensure financial control and VFM.</p>
	Head of School/ Director of Professional Service	Budget Holder	Cardholder
<b>Obtaining a purchasing card</b>	<p>Consider and authorise cardholder applications, providing confirmation that these meet local arrangements.</p> <p>Refer to Appendix One and Two for further information.</p>	<p>Consider and confirm that the cardholder can spend against your budget, for authorisation by the Head of School/Director of Professional Service.</p> <p>Ensure that the cardholder has read the Purchasing Policy and this guide, and agreed to comply with the cardholder responsibilities set out in this guide.</p> <p>Refer to Appendix One and Two for further information.</p>	<p>Understand the use and purpose of a purchasing card prior to application, and understand that any breach of the rules may result in disciplinary action. By applying for a purchasing card, you have agreed to use it strictly in accordance with the provisions set out in the Purchasing Policy and understand that the University is liable for all charges made on the card.</p> <p>Complete the application form and checklist found on the <a href="#">Finance website</a>. Refer to Appendix One for guidance.</p>



	Head of School/ Director of Professional Service	Budget Holder	Cardholder
<b>Following the University's rules for using a purchasing card</b>	Take responsibility for putting in place the purchasing arrangements, including any local arrangements, in your School or Division.	Ensure that the cardholder is using the card only for properly authorised purposes in line with the Purchasing Policy. Seek further guidance if you suspect improper use of purchasing cards.	Follow the University's rules for the use of purchasing cards, including ensuring budget holder authorisation for purchases, and ask if unsure.
	Head of School/ Director of Professional Service	Budget Holder	Cardholder
<b>Security of cards</b>	<p>Ensure that there are secure storage facilities for purchasing cards.</p> <p>Monitor the list of purchasing card users within the School or Division on an annual basis to ensure those in circulation are still required. A report will be provided by Finance.</p>	<p>Ensure that the cardholder uses secure storage facilities for purchasing cards.</p> <p>Request the return of the purchasing card upon the cardholder's change of role, resignation or termination of employment. Destroy, by cutting into several pieces, and return to the Finance Division.</p>	<p>Store the purchasing card in a secure location at all times.</p> <p>Notify the Barclaycard Centre and the <a href="#">Finance Division</a> immediately in the event that the card is lost or stolen.</p> <p>Return the card immediately upon request or instruction from the Finance Division or budget holder upon change of role, resignation or termination of employment.</p> <p>Never share the card and PIN with colleagues. This may result in disciplinary action.</p>
	Head of School/ Director of Professional Service	Budget Holder	Cardholder
<b>Fraudulent activity</b>	<p>Complete the University's <a href="#">Fraud Awareness e-learning</a> to understand how to identify fraud and how to raise concerns.</p> <p>Ensure that the Finance Division and Barclaycard (telephone 01604 230230 - 24 hours, 7 days) are informed immediately if you suspect any fraudulent use of the card, breach of security, or if the card is lost or stolen. You should provide all the necessary assistance to enable the fraud, or breach of security, to be investigated.</p>		

	Head of School/ Director of Professional Service	Budget Holder	Cardholder
<p><b>Maintain appropriate records (including receipts), appropriate management controls and audit trails</b></p>	<p>Ensure that there are appropriate arrangements in place for the retention of receipts for 6 years, plus the current year, and that all staff comply. These arrangements should include access to records for cardholders who leave their role during this period.</p> <p>It is strongly recommended by Finance that the Head of School/Director of Professional Service instruct staff to store receipts electronically on the finance system.</p>	<p>Put in place appropriate arrangements for the retention of receipts for 6 years, plus the current year. These arrangements should include access to records for cardholders who leave their role during this period.</p>	<p>Consider using a transaction log to keep track of purchases. Obtain and keep all receipts in line with instructions from Heads of School/Directors of Professional Service. Receipts must be clear and show enough details to enable the budget holder to review them when authorising your monthly statement and to meet VAT requirements.</p> <p>Receipts should be retained for six years, plus the current year, and passed to the budget holder should you leave your role within this period.</p>
	Head of School/ Director of Professional Service	Budget Holder	Cardholder
<p><b>Administration and authorisation of monthly tasks</b></p>	<p>Complete authorising tasks on the finance system (where directed at you) for transactions over £10,000, or all transactions undertaken by budget holders, in line with the Purchasing Policy. You can delegate some authorisation responsibilities but you remain ultimately responsible within your area.</p> <p>Ensure that cardholders complete their tasks in time. You will be notified by Finance of any outstanding monthly statement tasks.</p>	<p>Ensure the cardholder undertakes the administration of the monthly tasks within 10 working days, in order for expenditures and budgets to be updated.</p> <p>Complete authorising tasks on the finance system for transactions up to £10,000, in line with the Purchasing Policy.</p>	<p>Complete monthly tasks promptly, making sure purchases are properly coded, and investigate and report any discrepancies.</p> <p>Completion of coding tasks will be monitored. After a period of three months of non-compliance Heads of School and Directors of Professional Service will be asked to put alternative purchasing arrangements in place so the card can be withdrawn.</p> <p>If you have set up another person to code your tasks and attach receipts, check that</p>

			this task has been completed correctly. Overall responsibility for the coding will remain with you.
	<b>Head of School/ Director of Professional Service</b>	<b>Budget Holder</b>	<b>Cardholder</b>
<b>Cash advances administration</b>	Ensure that University requirements are complied with.	<p>Ensure that cardholders submit an out of pocket expense claim for any cash withdrawals that justifies expenditure.</p> <p>Authorise the cash withdrawal on the finance system and ensure there is evidence of any remaining cash being returned to Finance.</p>	<p>Ensure that an out of pocket expense claim is submitted to record cash withdrawals on the Finance System.</p> <p>Return any remaining cash to Finance.</p> <p>Complete the out of pocket expense claim task when prompted by the finance system.</p>
<b>Conflicts of Interest</b>	All staff must ensure that any purchases have a clear business intention and must disclose any potential or actual conflict which may impinge on their impartiality in any matter relevant to their duties. Please see <a href="http://www.sussex.ac.uk/ogs/policies/goodconduct/conflictinterest">www.sussex.ac.uk/ogs/policies/goodconduct/conflictinterest</a> .		

## 6 What should I consider before using a purchasing card?

Whilst the use of a University purchasing card can offer certain value for money benefits to the University in comparison to purchase ordering, there are a number of financial and budgetary considerations which offer reduced control. These are:

- The University has already been committed to the purchase before involvement of the budget holder – their control is retrospective.
- Recording in the finance system is a manual process, which records less information than that held for purchase ordering. This recording is delayed until system tasks are processed and authorised, which occurs on a monthly basis.
- The risk of fraud or misuse is higher, placing additional requirements for vigilance on staff and budget holders.

When using a purchasing card the cardholder must be aware that the supplier's terms and conditions will apply in most situations, rather than the University's, and they will usually be responsible for ensuring the supplier is appropriate.

### How do I find the right supplier?:

The route to the best value for money supplier will depend on the nature of the purchase and the expected cost to the University. If you are planning to make a purchase through a standard purchasing route (i.e. a purchase order), you will need to follow the questions in the order below to select the right supplier for your purchase. However, for purchasing card purchases (with the exception of managed travel) you should start at step 2.

#### STEP 1

#### Is there a contracted supplier in place?

(For purchasing cards this only applies for managed travel)

The University has contracted supplier agreements in place for many of the goods, services and works required routinely by staff. A contracted supplier is a supplier from whom the University buys goods or services exclusively because it has been judged that they represent good value for money. Some of these suppliers support online catalogues on the University's e-marketplace. A list of contracted suppliers can be found on the [Finance website](#).

#### STEP 2

#### Is there an approved supplier available?

An approved supplier has supplied goods and services to the University before, following a University procurement process that established appropriate terms and conditions of business. University approved suppliers are subject to quality and performance review, and a list can be found on the [Finance website](#). If an approved supplier cannot be identified or does not meet business need, then a supplier that has not yet been approved for use may be proposed - as outlined in Step 3.

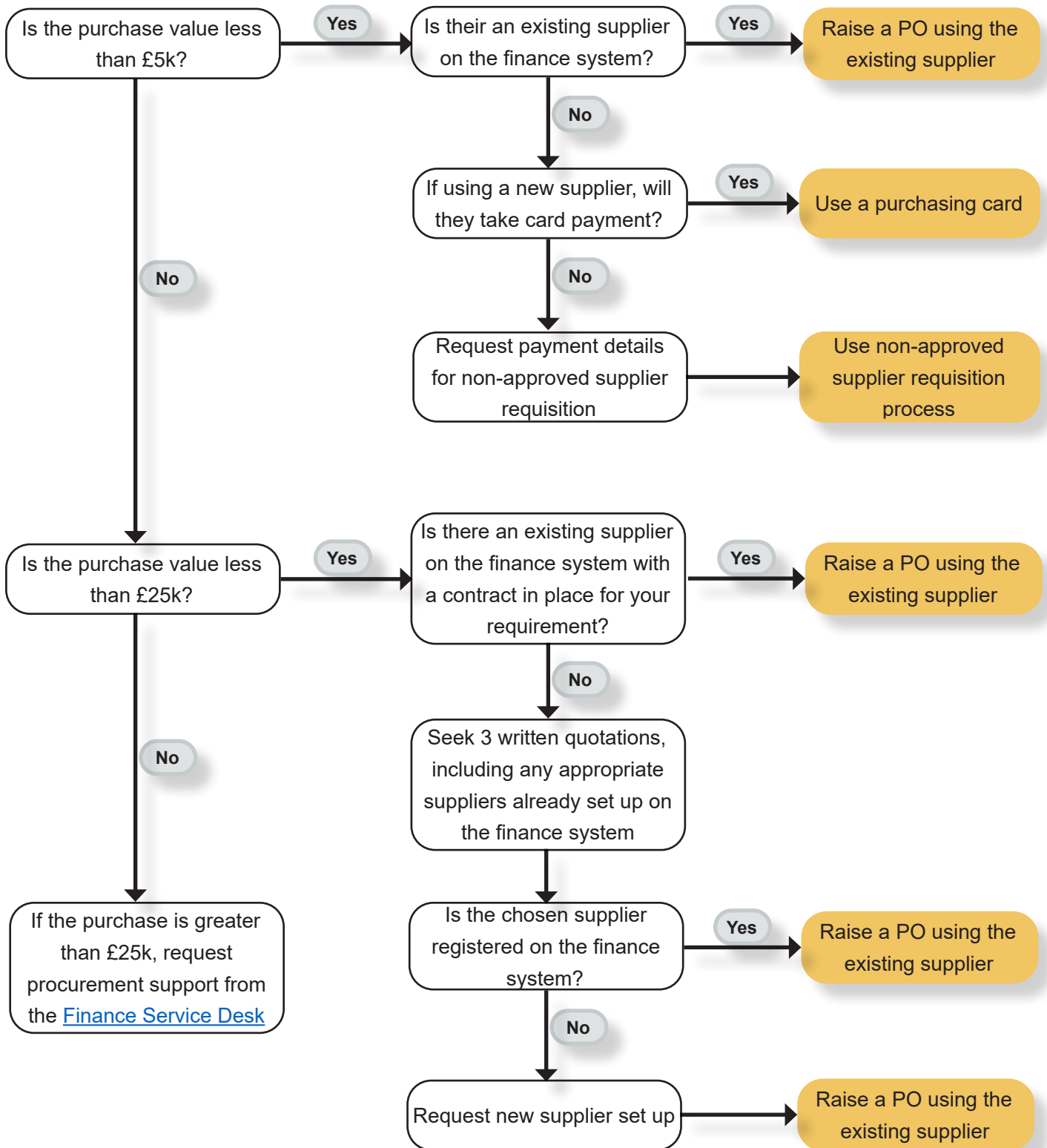
#### STEP 3

#### What if I still can't find my supplier?

If your requirement cannot be met by a contracted supplier or an approved supplier, then you may engage a new supplier. The process for doing this is summarised in the Purchasing Policy and on the [Finance website](#).

# 7 What purchase values determine the process I need to follow?

The value of your purchase will determine what you need to do next. When making your decision, you should consider the value inclusive of VAT (except for certain purchases where VAT is recoverable - such as medical supplies).



# 1 Summary of processes for using a purchasing card

## Getting ready to use a purchasing card:

**i** This process **does not** apply for cash withdrawals using a purchasing card.

**START**

Obtain subproject codes & authorisation

Before making a purchase, ensure that the subproject code the purchase will be charged to has been confirmed, and that authority to make the purchase has been granted from the budget holder. If the purchase is being made on behalf of someone else, they will need to provide evidence of budget holder authorisation.

It is useful to record the name of the person requesting the goods or services, the subproject code and the budget holder authorisation in a transactions log (see example below), so that this information is to hand when it is time to complete the monthly statement task.

For statement date: August 2018							
Subproject	Account code	VAT Receipt?	Date of purchase	Description	Supplier	Budget holder evidence	Requestor
DS001-02	3651	Yes	25/07/2018	Exam fee	Kaplan	See email (hyperlink/filepath)	Joe Bloggs

Know how to obtain & retain receipts

All purchasing card transactions must be supported by a valid receipt so that the budget holder can review and authorise the expenditure. Receipts should be retained physically or electronically (i.e. photographed or scanned) for six years plus the current year, in accordance with local arrangements, for future audit, HMRC and research grant purposes. All receipts must be clear and show all relevant details to meet VAT requirements, and enable the budget holder to review and authorise the transactions.

Receipts can be scanned individually and attached line-by-line to each transaction in the Finance System. Alternatively, with agreement of the authoriser, multiple receipts can be scanned to a single image. If multiple receipts are being scanned to a single image, these should be individually grouped by subproject (one group image per subproject).

**Images can be captured by:**

1. Taking a picture on a mobile phone/tablet
2. Scanning the image using a multi-functional device (MFD) or scanner

**The image should:**

1. Clearly show the detail on the receipt that the budget holder, HMRC and any research funder will require, including:

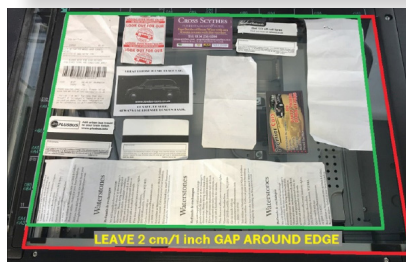
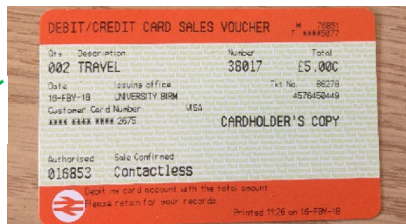
Continued on next page

Continued from previous page

- VAT number of the supplier (UK only)
- Company name of the supplier
- Value of the purchase(s)
- Description of the purchase
- Date of the purchase.

2. Avoid shadows by placing the receipt flatly on a surface and taking the photo from directly above the receipt.
3. Be about or less than 1Mb in size.

When the image has been scanned, save the file on your computer ready to upload onto the finance system.



Self-register to view statements

**END**

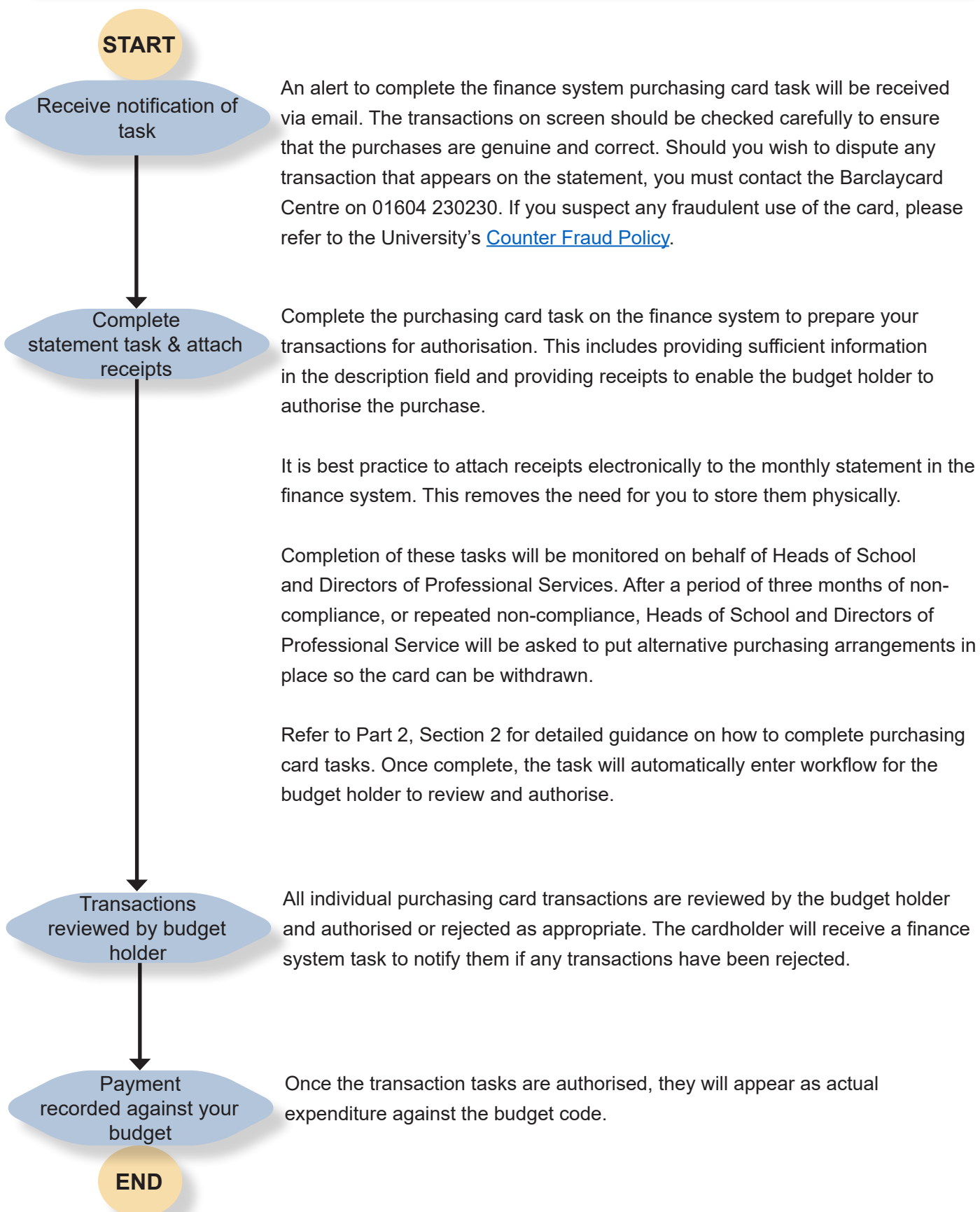
You are now ready to purchase and retain your receipts

Purchasing cardholders are set up by default to receive their statements electronically on the Finance System, however the Barclaycard Portal also allows you to view your statements online.

Instructions on how to log in to this service are available [here](#).

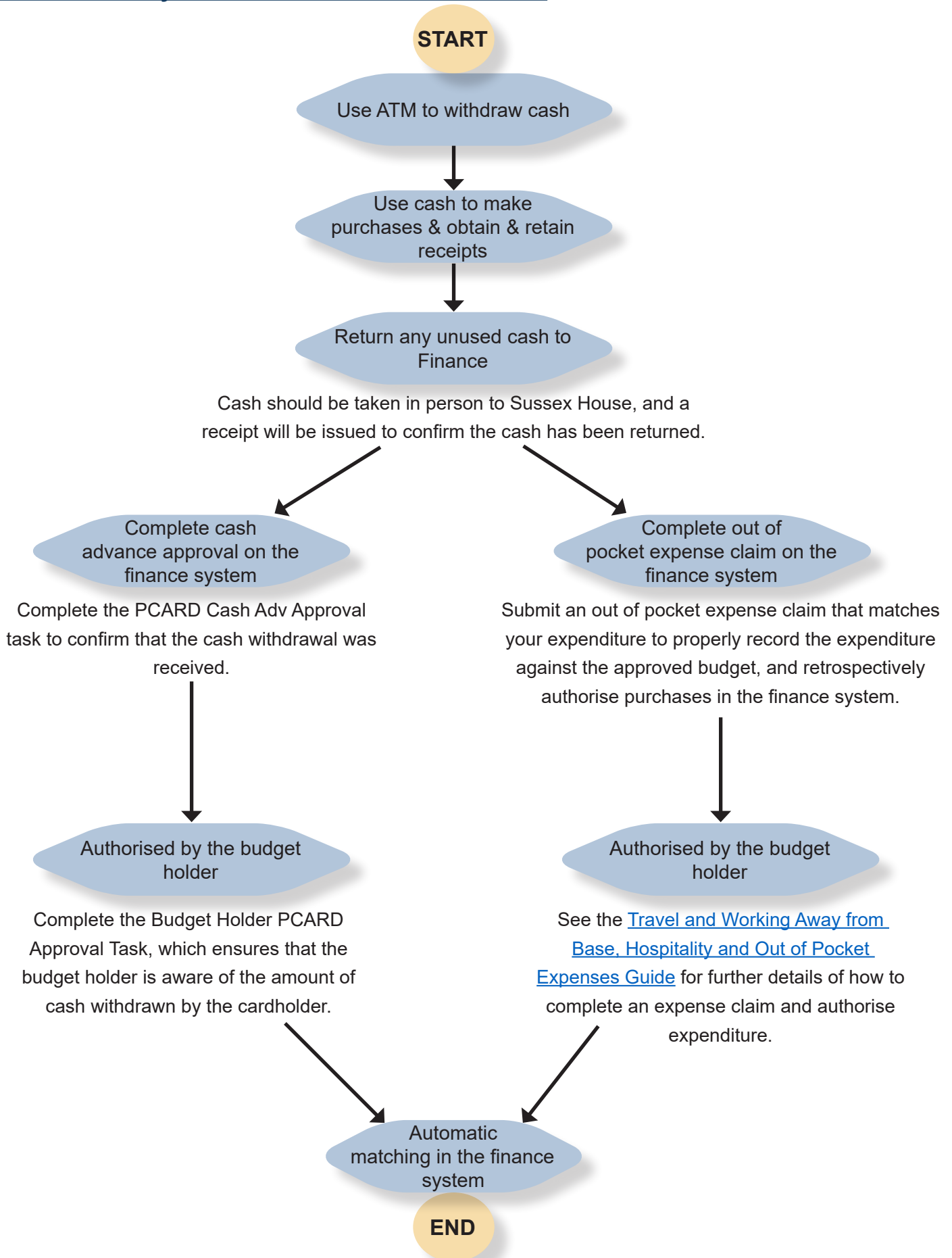
## How to get your purchases recorded and authorised on the finance system:

**i** This process **does not** apply for cash withdrawals using a purchasing card.





How to record your cardholder cash withdrawals:



# 2 How to complete your statement task and attach receipts on the finance system

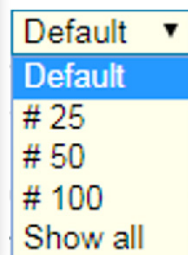
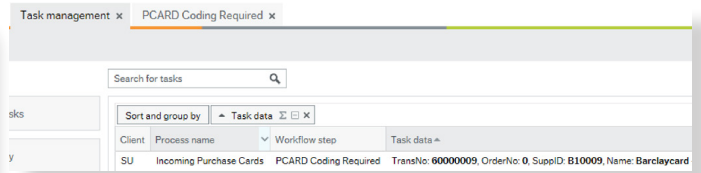
**i** On the first working day of each month the cardholder (or delegated person) will receive a task alert from the finance system via email entitled: PCARD Coding Required. If you have nil expenditure in a given period you will not receive a statement task.

Completing this task will ensure that purchases are recorded as actual expenditure against the correct subproject code. Delays in completing these tasks may mean that the finance system 'funds checker' does not work correctly and budgets become overspent.

Completion of these tasks will be monitored and, after a period of three months of non-compliance, Heads of School and Directors of Professional Service will be asked to put alternative purchasing arrangements in place so the card can be withdrawn.

The system screen displays all purchases made for the previous month.

If there are multiple transactions on several pages, you can click on the 'Default' button and change the view to show all lines in one page.



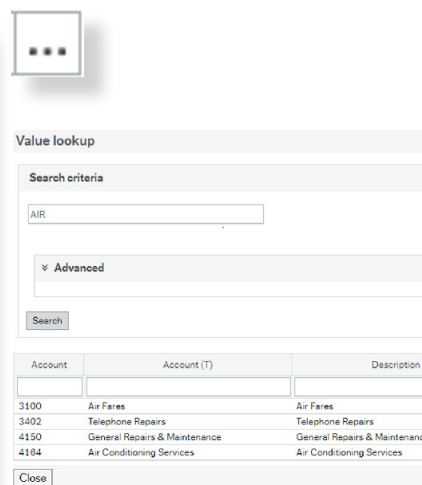
## How to complete the coding for each line of your 'PCARD Coding required' task:

### **i** Field Help

The finance system has a field help function to help you find codes, products, suppliers etc. It works and looks the same across the finance system and can be used to help you find the right data to populate a field.

#### Example: How to look up an account code

- Click on the white box
- Type a description in the 'search criteria' box or click 'Search' to see the whole list
- Select your account code by clicking on it and the field will populate with the selected data.



1. **Login** to the finance system.
2. **Click** on the task icon in the top right hand of the screen, and select 'Task Management'. Your task will now be displayed.

The instructions at the top of the task screen provide a brief explanation of the actions required.

**You must complete the following for each line of the task:**

**4. Account:**

- **Check** that the account code is correct and matches the type of expense incurred, or amend if necessary. If you are unsure of the account code, the 'field help' button will provide a list of options.

Account codes beginning with a 3 or 4 are auto populated from the Barclaycard data. The description of the code is displayed under the code when the line is highlighted.

Where an item could not be auto-populated from the Barclaycard data, the system will enter a default code beginning with a 9. This needs to be updated with an appropriate account code (i.e. 3xxx or 4xxx) in order to proceed.

**5. Subproject:**

**Check** that the Subproject is correct. The subproject code displayed is the code provided on your original cardholder application form. Amend this code if necessary.

**Note:** If you wish to change the default code permanently, contact the [Finance Service Desk](#).

**6. Tax code:**

**Enter** 'PG' if your receipt includes VAT, or 'PE' if it does not. The task will be returned to you if you forget to do this.

**7. Description:**

**Amend** the description to ensure the authoriser has enough information (alongside the receipts) to authorise the purchase.

2

✓ 1

Go to Task management

4

Account

\* 9996 ...

\* 3308 ...

Membership Fees

5

Subproject

DS001-01 ...

6

Tax code

\* 0 ...

7

Description

20180626 - S

**8. Receipts:**

See Part 2, Section 1 of this guide for guidance on scanning and storing receipts.

**For each line, click** the paper-clip icon and select 'Purchase Card Receipts' from the drop-down menu. You can then browse your files for the appropriate receipt image and attach.

**9. Additional data:**

Additional information is required for travel, conferences and prizes.

**For travel, subsistence and conferences:**

Depending on the account code used, an extra column may appear called 'Resno'. This field will automatically populate with the cardholders staff number.

This field should be populated with the staff number that the activity relates to so, if this is the cardholder, you will be able to let it default to this member of staff. If the purchase is on behalf of another member of staff, use the type-ahead function and enter the name, this should give you the correct staff number to use.

Note: If the approver on the subproject is listed in the Resno field, the approval will move to the Head of Cost Centre or senior management.

**For prizes:** The System will display a Student registration box which can be filled with a student number (i.e. who the prize is going to).

**10. Task complete:**

**Press** 'Task Complete' at the bottom of the screen to send the task for authorisation.

**11. Your task will enter workflow:**

- The budget holder/Head of School or Division will receive a task to review and authorise the transactions.
- If the cardholder has delegated the coding they will receive a task to review and ensure it is correct. If the coding is incorrect the cardholder will reject the coding and the task will be returned to the delegated coder.

8



Add a document

Document type\* ?

Expenses receipts

**Purchase Card Receipts**

Incoming Invoice XML

9

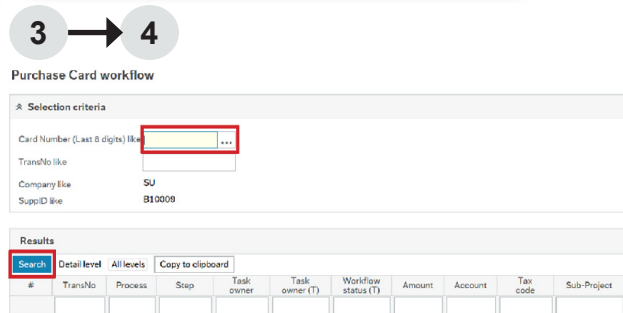
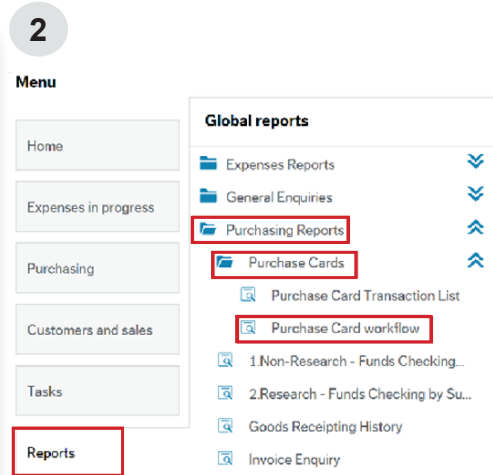
Account	Costc	Resno	Subproject
* 3101 ...	DS Finance	* zack ...	* DS001-01 ...
Train/Tube/Bus Fares		229565	
3308	HA	287828	
		379524	

Account	Costc	Student registration ...	Subproject
* 3206 ...	DS Finance	* 000 ...	* DS001-01 ...
Prizes		Not Applicable	Finance Directorate

**i** Once you have clicked 'Task Complete' you are unable to amend a transaction line unless the authoriser (or cardholder if coding has been delegated) rejects the line back to you.

### 3 How to track authorisation of your purchasing card task

1. **Log-in** to the finance system
2. **Navigate** to 'Reports', 'Purchasing Reports', 'Purchase Cards', then 'Purchase Card workflow'.
3. **Enter** the last 8 digits of your purchasing card number into the 'Card Number' field.
4. **Click** 'Search'.
5. **The report** will show you the workflow status of your purchasing card task(s) and various related information.



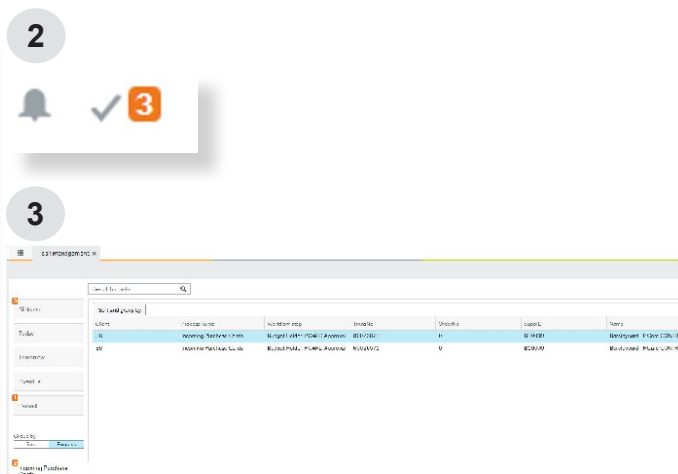
# 4 How to authorise purchasing card tasks on the finance system

**i** You will receive an email notification from the finance system when you have an authorisation task. The title of the task will vary depending on the amount to authorise, the person who has undertaken the purchasing, and whether it is a cash withdrawal - as shown in the table below.

Finance system description	
Senior Line Manager: PCARD Approval	To authorise all purchasing card transactions undertaken by a Head of School or Director of Professional Service.  To authorise cash withdrawals, and ensure that the budget holder is aware of the amount of withdrawals by the cardholder.
Head of School/ Division: PCARD Approval	To authorise all purchasing card individual transactions over £10,000 or all transactions undertaken by budget holders.  To authorise cash withdrawals, and ensure that the budget holder is aware of the amount of withdrawals by the cardholder.
Budget Holder: PCARD Approval	To authorise all purchasing card individual transactions up to £10,000.  To authorise cash withdrawals, and ensure that the budget holder is aware of the amount of withdrawals by the cardholder.
Cardholder PCARD Cash Adv Approval	To seek confirmation that the cardholder has made a cash withdrawal.
Cardholder: PCARD Confirmation	To review and confirm the coding undertaken by a delegate administrator.

## Example: How to complete a 'Budget Holder PCARD Approval' task:

- 1. Log-in** to the finance system
- 2. Click** on the task icon on the far right of screen.
- 3. Select** Go to 'Task Management' or select the task you wish to action.  
  
**Note:** There is one task for each purchase card.
- 4. The 'PCARD Approval screen' will load.** This screen displays the following:
  - Guidance/instructions for actioning the task.
  - The statement information and summary transaction information, including the amount to be authorised.
  - The 'Workflow Log', listing all process steps and



tasks completed by cardholder.

- Action buttons at the bottom of the screen.

**5. Review** the transactions and ensure that they are supported by adequate descriptions. You can click on each line of the statement to see if it has a receipt attached. If the paper-clip icon is blue, it means that a receipt is attached. Click on the paper-clip to view an image of the receipt. Receipts should be clear and show relevant details to meet VAT requirements.

If images are not attached, please ensure you have reviewed physical receipts or images stored locally.

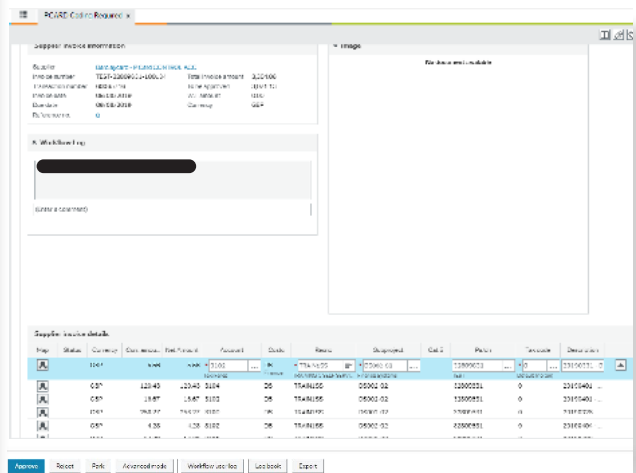
**Note:** If the task is to authorise a cash withdrawal there will be no receipts attached for review because the purchases are recorded and properly authorised by the cardholder raising an Out of Pocket Expense claim for the individual purchases.

**6. Once reviewed,** select one of the following:

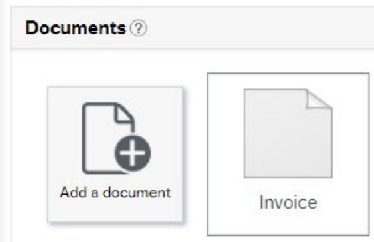
- Click 'Approve' to authorise all lines.
- Click 'Reject' to reject the task back to the cardholder. You will be prompted to enter a comment advising them in detail why it has been rejected.
- Click 'Park' to exit from the task if you need further time to review. You will still need to authorise or reject the statement once your review is complete. You will need to enter a reason for why you have parked the task.

**7. When you have completed this task,** the system will provide a confirmation message and load your next task.

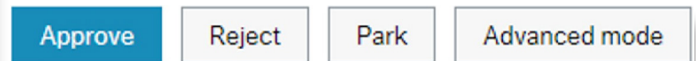
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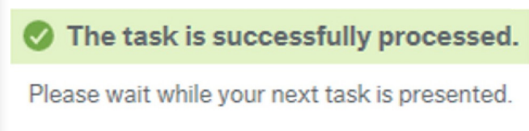
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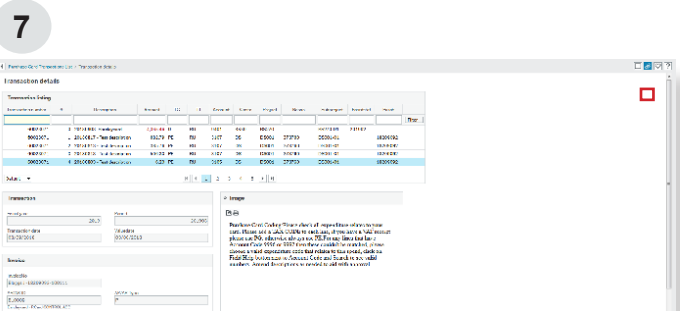
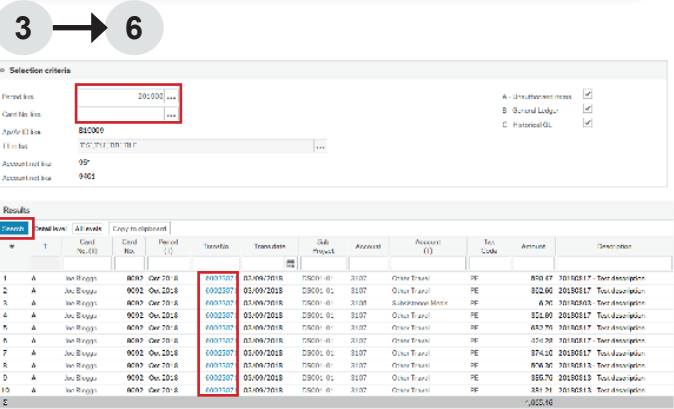
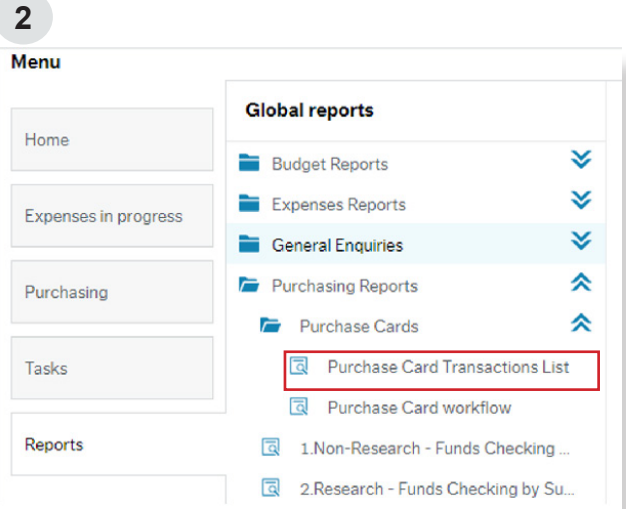
**i** For further budget holder guidance on what to check when authorising, please refer to the [Authorising Expenditure guide](#), which can be found on the Finance Website.



# 5 How to view receipts on the finance system once transactions have been authorised

1. **Log-in** to the finance system
2. **Navigate** to 'Reports', 'Purchasing Reports', 'Purchase Cards', then 'Purchase Card Transactions List'.
3. **Enter** the period you want to view in the 'Period like' field.  
**Note:** the month will always default to the current month.
4. **For the simplest way to search, enter** the last 8 digits of your purchasing card number into the 'Card No. Like' field.

5. **Click** 'Search'.
6. **Click** on the blue 'TransNo' number for the relevant line you want to view the receipts for.
7. **Click** on the blue paper-clip in the top right corner and the receipt image for that transaction line will be displayed.  
**Note:** the Invoice document contains the instruction sheet. Any attachments will be listed after this.



**i** If receipts have not been stored electronically on the finance system then cardholders must comply with budget holder requirements for the storage of paper receipts. Receipts should be retained for six years, plus the current year, and passed to the budget holder should the cardholder leave their role within this period.



## Appendix One: Further guidance for Heads of School/Directors of Professional Services

Purchasing cards may be used for all or some of the purposes set out below. The use of specific cards and the role of cardholders within these parameters is a matter which is reserved for the judgement of the Head of School or Director of Professional Service.

User category	Use	Description
Administrator	Performing card transactions for the School/Directorate	A small number of cardholders may be required in each School or Division depending on the size of the School/Division, the number/values of transactions, and the nature and pattern of activities.
Project Administrator	Specific purchasing role on a project	Certain projects (academic/research or administrative) may warrant the identification of a cardholder to perform purchasing transactions for project team members where these are sufficiently high volume.
Any individual frequent overseas traveller	To buy travel, subsistence and incidental expenditure.	Frequent travellers can use a purchasing card to buy services from the managed travel provider and to meet other expenditure needs while travelling on University business.  Regular overseas travellers will qualify for a purchasing card irrespective of the frequency and value of transactions.

The Finance Service Desk maintain a list of all purchasing cardholders in the University, should you need to find out who holds these in your department.

## Appendix Two: How do I obtain a purchasing card?

Members of staff can apply for a purchasing card by completing the Barclaycard application form and the University's application checklist found on the [Finance website](#). The application will need authorisation by the Head of School or Director of Professional Service because they are responsible for the budgets against which expenditure will be incurred. Card administration can be set up to allow another person to administer the cardholders monthly statement tasks, however the overall responsibility for this task remains with the cardholder. In order to ensure financial control, maximum financial limits are set for each card based on the required business usage and agreed prior to the issue of the card, as shown in the following table.

Level	Single transaction limit	Monthly credit limit	Indicative usage
1	£1,000	£5,000	Standard use
2	£2,500	£10,000	Significant use
3	£5,000	£15,000	Heavy use

Following receipt of the card, a PIN code will be issued to enable the card to be used as you would a personal credit card in stores. Cash withdrawal facilities are not automatically set up on purchasing cards. Should you require a cash withdrawal facility, either permanently or temporarily, please contact the [Finance Service Desk](#).