**Brunel University London**

**Application for a Purchasing Card**

**Part 1**

I apply for a University Purchasing card and will follow the procedures governing the use of this card.

I confirm that I have read the Barclaycard Policy [ ]

(The Policy and procedures can be seen on the Procurement Intranet site).

Signed…………………….……..

College/Department/Research Institute………………………………

Name…………………….. Date…………………....

I authorise this member of staff to hold a University Purchasing card.

The limit for a single amount that may be spent in a month is £……………

(Maximum of £1250.00)

The maximum amount that may be spent in a month is £……………

(Maximum of £10,000)

Signed……………………………

Head of College/Department/Research Institute

Cards are restricted to use with a standard range of categories of suppliers. Heads of Colleges/Departments/Research Institutes may request variations to this by amending the list of categories on the separate schedule.

Please return this form to the Procurement Department to procurement@brunel.ac.uk

**Part 2**

**Purchasing Card**

**Merchant Categories**

This is a list of categories of suppliers that can be used with the University Purchasing Card. Some of these categories are automatically blocked for most card holders. Additional categories will be blocked if you put a cross in the box.

01 [ ] Building Services

02 [ ] Building Materials

03 [ ] Estate & Garden Services

04 [ ] Utilities & Non-Automotive Fuel

05 [ ] Telecommunication Services

06 [ ] Catering & Catering Supplies

07 [ ] Cleaning Services & Supplies

08 [ ] Training & Educational

09 [ ] Medical Supplies & Services

10 [ ] Staff – Temporary Recruitment

11 [ ] Business Clothing & Footwear

12 [ ] Mail Order

13 [ ] Personal Services

14 [ ] Freight & Storage

15 [ ] Professional Services

16 [ ] Financial Services

17 [ ] Clubs, Associations, Organisations

18 [ ] Statutory Bodies

19 [ ] Office Stationery, Equipment & Supplies

20 [ ] Computer Equipment & Supplies

21 [ ] Print & Advertising

22 [ ] Books & Periodicals

23 [ ] Mail & Courier Services

24 [ ] Miscellaneous Industrial, Commercial Supplies

25 [ ] Vehicles, Servicing & Repairs

26 [ ] Automotive Fuel

27 [ ] Travel

28 [ ] Auto Rental

29 [ ] Hotels & Accommodation

30 [ ] Restaurants & Bars

31 [ ] General Retail & wholesale

32 [ ] Leisure Activities

33 [ ] Miscellaneous

34 [ ] Cash

**Part 3**

**Purchasing Card**

**Barclay Card Application Form**

This is provided by procurement on a separate form.

Part 4

**Purchasing Card User Agreement Form**

I have received card number:

 ……………………………………………………………

My Payroll ID is:

….…………………..

I agree to comply with the following conditions regarding my use of the card:

1. I understand that by using the card I will be making financial commitments of behalf of the University. I also understand that the University is liable to the card provider for all charges made on the card.
2. I agree to use the card for appropriate University business only and not to charge personal purchases. I understand that the University will audit the use of the card and will take appropriate action on all instances of improper use
3. I will return my card to the Procurement Department on request and upon leaving the University’s employment. I will notify the Procurement Department if I move to another College or Department.
4. I will notify Barclaycard and the Procurement Department immediately if the card is lost or stolen.

Signed……………………………………………

Print Name…………………….