



Procurement Card (PCARD) Policy & Procedures

Version 9.0

Policy Overview

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Department	Procurement Department
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Sign Off History

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2.0	Anthony Oliver	Interim Chief Procurement Officer	31 st July 2018
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4.2	Iain Willcocks	Director of Procurement	2 nd July 2019
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1. Introduction

Brunel University has a Procurement Card (also abbreviated PCARD) Programme for managing the acquisition of low value goods and services. As part of the Programme, the University provides PCARDS to approved employees.

PCARDS are to be used and administered in accordance with the Procurement Card Policy and any relevant procedures and user guides.

This policy governs the use of the University's PCARDS.

The purpose of this policy is to provide guidance to employees procuring goods and services using a PCARD. It provides information on how to apply for a PCARD, when to use it, and procedures covering its use.

The PCARD does not change the principles of existing procedures outlined in the University's Procurement Policy. All cardholders will still be required to follow these regulations when buying goods or services and ensure best value is obtained at all times.

2. Overview

The University's PCARD is a Barclaycard charge card, issued to an individual for use on behalf of the University.

A PCARD is a form of payment device that allows goods and services to be procured without following traditional purchasing processes. It means that the University will settle the total balance on your monthly statement in full.

The University's PCARD Programme aims to improve business efficiency by reducing processes for high-volume, low-value transactions – where a CHIME Purchase Order cannot be used. There is a report in CHIME that will enable you to find what goods and services are provided by the Suppliers set-up on CHIME, please use this route as a first step before using your PCARD.

Any establishment displaying the VISA symbol, in the UK and globally, will accept the PCARD.

There are no card or transaction fees, it meets the government prompt payment pledge as well as reducing paper waste, and it replaces outdated manual systems with more streamlined electronic processes.

It is one of the preferred methods of purchasing and payment for low value goods or services (where a CHIME Purchase Order cannot be used), with the exception of goods and services sourced via corporate agreements.

- a. Transactions for goods and services on corporate agreements may be via traditional purchasing processes including purchase orders and catalogues, but may also include other arrangements.
- b. Guidance on Corporate Agreements will be communicated by Procurement Services.
- c. Additional exceptions are as per Section 5.

PCARD cardholders must only use it for official business purposes. No personal charges should be charged to a PCARD.

Procurement Operations administers the issuing of PCARDS and the review of spend and will perform monthly audits of a random selection of PCARDS.

Financial Accounting administer the payment of PCARDS and compliance with financial rules.

The ERP Team process the spend transactions in CHIME and develop system driven alerts to aid and remind cardholders of their responsibility of coding the transactions appropriately.

3. Policy Principles

- a. PCARDS are issued subject to the discretion of the Director of Procurement.
- b. Activation of the PCARD will only be done when the CHIME training has been successfully completed and the ERP Training Lead has confirmed this to Procurement Operations.
- c. The cardholder must ensure that the spend value is no greater than a maximum of £1,250 per single transaction (including VAT). In exceptional circumstances, an increase/decrease in spend limit can be requested and approved at Procurement Operations discretion. Please refer to Appendix 5 for this type of request.
- d. PCARDS should only be used on an ad hoc basis where the use of Purchase Orders is not accepted.
- e. PCARDS should be used where the method of payment cannot be BACS via a Purchase Order, or the University only intends to use the Supplier once.
- f. Procurement Operations will monitor the use of all PCARDS and may withdraw the facility if there is evidence that the cardholder is failing to observe the Procurement Card Policy.
- g. The cardholder must follow the process of coding the transactions that are loaded into CHIME in a timely manner.
- h. The use of PCARDS will form part of the standard University Internal Audit programme and may be reviewed during internal audits undertaken.
- i. Procurement Operations and Audit have the authority to ask the cardholder or Head of Department / Line Manager to justify certain transactions.
- j. Only permanent employees of the University may be cardholders and/or authorise expenditure. For clarification, neither suppliers nor independent contractors (interim and temporary labour) may be issued with a PCARD unless exceptionally approved in writing by the Chief Finance Officer.
- k. Items purchased by the University for use by individuals are the property of the University and should remain so even after the departure of the individual for whom they were purchased.
- l. For items purchased on Amazon (where a preferred Supplier isn't already in place), the cardholder must purchase via Amazon Business only. Any transactions that are not undertaken utilising Amazon Business will result in actions highlighted section 7.8) d) of this Policy.

To start using Amazon Business, please request to join by emailing procurementcardadministration@brunel.ac.uk.

4. Financial Limits & Controls

4.1. Monthly Expenditure Limit

- a. Definition: The monthly expenditure limit is the total amount, which can be spent, on your PCARD each month.
- b. The standard limit on PCARDS is set at £5,000 inclusive of VAT, unless exceptional circumstances require a higher/lower limit, in which case an increase/decrease may be granted for a defined period of time.
- c. Where a temporary increase/decrease is required, please contact ProcurementCardAdministration@brunel.ac.uk to request any changes with a justification for the increased/decreased limit as per Appendix 5.

4.2. Single Transaction Limit

- a. The single transaction limit is the total amount that can be spent on any single purchase. The standard single transaction limit on PCARDS is set to £1,250 inclusive of VAT.
- b. Any exceptional required increases/decreases to the single transaction limit should be referred to Procurement Operations and will be considered on their individual merit and subject to authorisation from the Head of Department / Line Manager as per Appendix 5.
- c. Any purchases in excess of the limit set must be made via a Purchase Order in CHIME in accordance with the University Procurement rules, seeking guidance from the Procurement Department if required.
- d. PCARD transactions must not be broken down into smaller value purchases to disaggregate a larger purchase as this will be picked up upon monthly audits by the Procurement Operations team.

4.3. Merchant Category Code

- a. A Merchant Category Code (MCC) is a four-digit number used to classify the merchant by the type of goods or services provided (i.e. Books & Periodicals)
- b. A MCC is assigned to a merchant (supplier of goods and services) by the card company when the business first starts accepting cards as a form of payment.
- c. Procurement Operations have the authority to block individual merchant category codes to avoid cardholders incurring costs where there are alternative arrangements in place for the provision of those goods or services (i.e. using the Travel Management Company instead of the PCARD for travel bookings).
- d. If a blocked MCC is needed for a purchase, the Line Manager / Head of Department needs to contact Procurement Operations.

4.4. Authority to Purchase

- a. The cardholder is the only person authorised to procure goods against their PCARD.
- b. The cardholder must not divulge details of their PCARD or its security number to another person(s).

5. Policy Restrictions

5.1. Transactions Not Allowed

- a. Obtaining cash (including foreign currency)
- b. Direct debits
- c. Capital equipment*
- d. IT equipment*
- e. Software licenses*
- f. Repeat transactions e.g. subscriptions etc.
- g. Items covered by Corporate Agreements
- h. Payment gateways such as, for example, Paypal and EBay aren't allowed as it doesn't allow transparency with regards to what's being bought and subsequent refunds
- i. Preauthorised charges as per 5.2
- j. Travel bookings
- k. Payments to individuals and employees
- l. Payment of business expenses through personal accounts
- m. Personal expenses:
 - a. LinkedIn subscriptions
 - b. Uber for personal trips
 - c. Teas and Coffees
 - d. Staff entertainment including (but not limited to) provision of food and refreshments, team building events, working lunches, tickets to sports, concert or theatre tickets
 - e. Hotel accomodation (this should be booked via the TMC)
 - f. Gift cards, vouchers provided to employee's as reward for good work.

These transactions aren't allowed on PCARDS as we need to report and pay taxes on these specific staff expenditure to HMRC.

If a cardholder is non-compliant, these transactions will be picked up on during monthly PCARD audits and repeat offenders may see their PCARD facility withdrawn.

Please refer to the Appendix for open and blocked merchant category codes.

Please note that the University has an approved Travel Management Agreement that should be used for all travel requirements. If you have any questions on how to be set-up on the TMC's system, please email travel@brunel.ac.uk.

* A Purchase Order should be raised in CHIME for such expenditure and the cardholder is responsible for the Supplier being set up in CHIME if they do not already exist.

5.2. Preauthorised Charges – Not allowed

- a. Sometimes referred to as recurring card payments, a pre-authorised charge is one that will repeat automatically without further intervention from the cardholder (ie. online subscriptions).
- b. Preauthorised charging is not allowed as spend on PCARDS.
- c. A Purchase Order should be raised in CHIME for such expenditure.

All pre-authorised charges not allowed will be picked up on during monthly purchasing cards audits and repeat offenders may see their PCARD facility withdrawn.

5.3. Business Expenses

- a. A PCARD must only be used to pay for legitimate business expenses incurred on behalf of the University.

5.4. Personal Expenses

- a. Under no circumstances is a PCARD to be used for personal expenses.
- b. Any costs incurred by the University as a result of personal expenses being charged to a PCARD will be recovered from the employee and may result in disciplinary action. Personal Expenses are claimed through CHIME and further explanation regarding this process can be found on the IntraBrunel CHIME pages.

6. Governance

- a. All cardholders are required to complete mandatory CHIME training in relation to this policy, the use of PCARDS and the processing of transactions in CHIME. The PCARD will not be activated until new cardholder has completed the training and the ERP Training Lead has verified the training.

- b. The Director of Procurement has overall responsibility for monitoring compliance with this policy.
- c. The Director of Procurement is responsible for overseeing the effective implementation of the policy through Procurement Operations.
- d. Any questions regarding this policy should in the first instance be addressed to ProcurementCardAdministration@brunel.ac.uk

7. Procedure

7.1. Applying for a new PCARD

- a. Applications from prospective cardholders are made in the first instance via the Head of Department/Line Manager to Procurement Operations by submitting the forms as per Appendices 1 and 3.
- b. All forms can also be found on the Procurement intranet page.

Both the cardholder and the Head of Department/Line Manager are required to sign the forms and submit them to Procurement Operations (ProcurementCardAdministration@brunel.ac.uk).

- c. Once an application has been approved by the University it will be forwarded on to Barclaycard and a PCARD will normally be issued within 12 working days to the Procurement Operations team in the first place who will then contact the cardholders to collect their PCARD and PIN.

You will then be able to download the Barclaycard banking app via your mobile phone to manage your account conveniently. The Barclaycard banking application enables PCARD holders to view all their transactions, being reminded of or reset their PIN and being reminded of spend limits applicable.

To download the app, simply search for “Barclaycard” in the App store. Please note that if you request or block your PCARD using the mobile app, you are required to notify Procurement via ProcurementCardAdministration@brunel.ac.uk with the details of your request or block, including your card number and the reason for the action. This step is essential for our audit and reporting purposes.

- d. New PCARDS will not be activated until new Cardholders have completed mandatory training highlighted in section 6.

7.2. Security

- a. Cards and PINS are sent to Procurement Operations who will contact the cardholder to collect their PCARD and PIN.
- b. The cardholder will be required to sign the Procurement Card Agreement Form as per Appendix 4 upon receipt of the card and PIN.

- c. Upon receiving the PCARD, the cardholder must immediately sign the back of it.
- d. It is the cardholder's responsibility to ensure that the PCARD is kept in a secure place.
- e. The PCARD must not be kept with its PIN next to it.
- f. A PIN can be retrieved / reset by using the Barclaycard Banking app.

7.3. Lost/Stolen cards

- a. The cardholder must report PCARD loss, or suspicion of loss, immediately to:
 - i. Barclaycard Lost & Stolen Cards immediately on 0800 008 008 or (+44) 1604 269 452 from outside of the UK (this line is available 24 hours a day, 7 days a week); and
 - ii. Procurement Operations at: ProcurementCardAdministration@brunel.ac.uk
- b. Please note that if you request or block your PCARD using the Barclaycard banking app, you are required to notify Procurement via ProcurementCardAdministration@brunel.ac.uk with the details of your request or block, including your card number and the reason for the action. This step is essential for our audit and reporting purposes.
- c. If a PCARD has been lost and is then subsequently found after and Barclaycard and Procurement Operations have been notified, this PCARD must not be used. The Cardholder should cut up this old card, making sure to cut through the chip, and send it immediately to Procurement Operations. A new card will have already been ordered and will be on its way.

7.4. Fraudulent transactions

- a. If the cardholder identifies or suspects any fraudulent use of their card, this should be reported immediately to:
 - i. Barclaycard UK Fraud line 0800 0159 059 or (+44) 1452 828 321 from outside of the UK; and
 - ii. Procurement Operations at: ProcurementCardAdministration@brunel.ac.uk

7.5. PCARD Renewals

- a. PCARDS due to expire will automatically renew.
- b. A new PIN number will not be issued when a PCARD is renewed.

7.6. Process for leavers

- a. PCARDS are not transferrable. Employees leaving employment with the University should cut the PCARD in half and hand it to their Head of Department / Line Manager prior to their departure.

- b. It is the responsibility of the Head of Department / Line Manager to contact Procurement Operations, who will arrange the cancellation of the PCARD prior to, or with effect from, the cardholder's last day of service with the department or University.
- c. The cardholder is responsible for ensuring all transactions are correctly coded in CHIME before they leave the department / University. They must also ensure that the approval of the transactions is actioned before they depart.
- d. The Head of Department / Line Manager is subsequently responsible for ensuring that any PCARD transactions are correctly coded and/or approved once the cardholder has left.

7.7. Cardholder Changes

- a. Staff changing position or department should contact Procurement Operations who will arrange for the return or reissue of the PCARD as appropriate.
- b. Any other amendments to the PCARD such as name changes should be referred to Procurement Operations.

7.8. Misuse and Audit of PCARDS

- a. The Head of Financial Accounting and the Director of Procurement, under delegated authority of the Chief Financial Officer, will monitor the use of PCARDS and may withdraw a PCARD at any time if a cardholder fails to observe this policy.
- b. When using a PCARD, cardholders must never personally benefit by gaining points on store loyalty cards (nectar points as an example), accepting sales vouchers, or by any other means. This breaches policy on propriety and may be treated as a disciplinary offence.
- c. As a reminder of the Travel & Expenses Policy, all travel should be booked via our TMC and the use of PCards to book travel (ie. flights, hotels, trains, etc) should only be allowed under very specific circumstances such as:
 - A 'true' cost difference on like for like booking (minimum 20% cost difference);
 - Conference booking and associated discounted pricing at a specific venue.

If one of those two exceptions applies to your booking, you will need to seek Procurement's approval prior to making the booking by filling-in the form in Appendix 6 of this Policy and sending it to travel@brunel.ac.uk (we will look for these when auditing the PCards).

Following this, if Procurement has approved your booking, please ensure that the signed approval form is uploaded when coding transactions in CHIME. Where the travel transaction is for a taxi/Uber, ensure the origin, destination and reason is clearly stated in CHIME.

- d. To ensure compliance with the Procurement Card policy and procedures, the Procurement Card Administrator will conduct monthly audits of all PCARDS transactions. The purpose of the review is to ensure compliance, identify non-compliance and misuse of the PCARDS.

Following the audit of PCARD transactions, the Administrator will notify cardholders and their Line Managers of any non-compliance with policy that occurred for that month by email alongside a request for more information or justification for the transaction. The Administrator will work with

the appropriate department or school to ensure future compliance and provide additional training if required.

Ultimately, the PCARD holder is responsible for ensuring that all policies and procedures are adhered to for their PCARD transactions

Transactions made with the PCARD will be checked for compliance with the PCARD Policy and violations will be tracked on a 12-month cycle. Depending on the severity of the violation, Procurement may decide to suspend or revoke the PCARD sooner than outlined in the below process:

- 1st incident - email to PCARD holder and line manager identifying the anomalies;
- 2nd incident – 5-day suspension of PCARD use;
- 3rd incident - PCARD revoked or 20 day suspension.

8.0. Card Administration and Management

- a. Responsibility for the various aspects of administering and managing the University's PCARDS scheme will rest with the ERP Team, Procurement Operations and Financial Accounting as follows:

	Responsibility		
	ERP Team	Procurement Operations	Financial Accounting
General administration of the Procurement Card scheme and retention of forms		✓	
Update and maintenance of the CHIME Cardholder Master File		✓	
Provision of training in use of card & CHIME	✓	✓	
Receipt of Employee Agreement and Card Application Form from Department		✓	
Submission of Card Application form to Barclaycard		✓	
Adjustment to card details including transaction limits, name changes, etc.		✓	
Cancellation / withdrawal of card		✓	

Support for unresolved queries with suppliers, raising claims with Barclaycard, etc.		✓	
CHIME user support	✓		
Creating account codes in CHIME	✓		✓
Monitoring and review of usage (types of goods/services purchased; suppliers used; financial and control aspects, etc.)		✓	✓

Responsibility for the various aspects of administering and managing individual PCARDS will rest with the cardholder and authorisers within the departments as follows:

	Responsibility	
	Cardholder	Authoriser
Coding transactions in CHIME in accordance with the policy	✓	
Timely approval of all spend in CHIME		✓

b. All CHIME transactions should be coded by the cardholder **within 6 weeks** of the transaction happening. The cardholder will receive a task once the transactions have been loaded into CHIME. Unreasonable delays or persistent failure to code transactions in CHIME will constitute a breach of the Procurement Card Policy and will render the cardholder liable to their PCARD being withdrawn. Depending on the severity of the violation, Procurement may decide to suspend or revoke the PCARD sooner than outlined in the below process:

- 1st incident - email to PCARD holder and line manager asking to code transactions;
- 2nd incident – 5-day suspension of PCARD use;
- 3rd incident - PCARD revoked or 20 day suspension.

c. Automated CHIME alerts will be sent to the cardholder and their line manager when the transactions are in workflow for more than 60 days following the month of the transactions.

8. Appendices

Appendix 1: PCARD Application (Internal Form)

Appendix 2: Procurement Card Merchant Categories Form

Appendix 3: Application for a Procurement Card

Appendix 4: Procurement Card User Agreement Form

Appendix 5: Procurement Card Limit Increase Approval Form

Appendix 6: Internal Travel Authorisation Form

Appendix 1: PCARD Application

I would like to apply for a University Purchasing card (PCard). My reasons for requesting a PCard are as follow:

Please provide as much information as possible as to which goods/services you are planning to purchase with the University PCard. Failure to do so may result in your application being rejected or further information being requested.

By submitting my application for this PCard I confirm that I am a permanent member of staff and have read and will abide by the procedures governing the use of this card .

I confirm that I have read the [Barclaycard Policy](#)

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 £.....

(Please note that this value may require further information as appropriate).

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

(Maximum of £10,000)

Signed.....

Head of College/Department/Research Institute

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

Appendix 2: Merchant Category Codes (MCC)

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

- 01 Building Services – Estates and Commercial Only
- 02 Building Materials – Estates and Commercial Only
- 03 Estate & Garden Services – Estates and Commercial Only
- 04 Utilities & Non-Automotive Fuel – Estates and Commercial Only -
- 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~~

In addition, Procurement Operations will automatically block MCC codes 1 – 4 for non - Estates or Commercial Departments.

Appendix 3: Barclaycard Application Form

Please obtain the latest version of this application form from the Procurement Intranet page:

AGT - "Purchasing Cardholder Application Form" - GB



Purchasing Cardholder Application Form

What you need to do

To ensure your application is not delayed:

1. Type and complete the application form.

2a. Submit via Email to:

BBJAdditionalcards@barclaycard.co.uk

Note – there is no requirement to sign the form when sent from a company email address of the person authorised to nominate cardholders.

OR

2b. Print, **sign** and post to:
Freepost Licence No: RSUX-CJRA-KULS
Barclaycard Commercial
PO BOX 4000
Wigston
LE18 9EN

Organisations Details

Organisations name (as registered)

Customers trading name (if applicable)

If you are an existing customer, please complete your Barclaycard Commercial account number
16 digits

(This can be found at the top of your statement)

Business address for statements and correspondence

Postcode

Country

Please send the card and PIN to cardholder's

Home address

Business address

Internal reference number

e.g. cost centre number

(complete only if you wish cardholder statements to include the internal reference number)

Expenditure limit requested for named cardholder

(the expenditure limit should be sufficient for 6 weeks' requirements)

Single transaction limit

If you wish to allocate a spending control to the named cardholder

Appendix 4: PCARD Agreement Form

I have received card number:

Departmental Sub Project Code:

Payroll ID is:

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

1. I understand that by using the PCARD 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 PCARD.
2. I agree to use the PCARD for appropriate University business only and not to charge personal purchases.
3. I agree that in the event that I use the PCARD inadvertently for personal spend, I must notify my line manager immediately in writing of this error. Subsequently, if I fail to reimburse the University for any personal spend I understand and agree that the University can, further to issuing me with the appropriate notice in writing, make a deduction from my salary.
4. I understand that the University will audit the use of the PCARD and will take appropriate action on all instances of improper use.
5. I will return my PCARD to Procurement Operations on request and upon leaving the University's employment, or if I move to another Department.
6. I will notify Barclaycard and Procurement Operations immediately if the PCARD is lost or stolen.

Signed:

Print Name:

Please return this form to ProcurementCardAdministration@brunel.ac.uk

Appendix 5 - Procurement Card Limit Increase Approval Form

Name of Procurement Card holder-

Reason for increase-

Amount and timeframe of increase-

Line Manager's Signature:

Print Name:

Cardholder's Signature:

Print Name:

Please return this form to ProcurementCardAdministration@brunel.ac.uk.

Date actioned by Procurement-

Appendix 6: Internal Travel Authorisation Form

Please Provide all Answers in RED

Name of Traveller:	
Name of Procurement Card holder:	
Department/College:	
Have you looked on the Diversity Site?	
If No, please contact; online@diversitytravel.com	
Reason why the TMC was not used:	
Total cost:	
Dates of travel:	
Line manager approval:	
Approval from Procurement (travel@brunel.ac.uk)	X _____ <small>Procurement</small>
Date approved by Procurement -	

PLEASE ATTACH YOUR SUPPORTING DOCUMENTS BELOW