



Procurement Card (PCARD) Policy & Procedures

Version 6.0

Policy Overview

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Department	Procurement Services
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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or transaction fees, it meets the government prompt payment pledge as well as reducing paper waste, and it replaces outdated manual systems with more streamlined electronic processes.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.
- 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.

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 Clarity travel 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 (this should be booked via Clarity).
 - c. Teas and Coffees (unless it's for Supplier meetings).
 - d. Staff entertainment (ie. meals, unless it's for a team Christmas meal funded by the University).
 - e. Hotel rooms (this should be booked via Clarity).
 - f. Gift cards, vouchers for staff.

These transactions aren't allowed on PCARDS as not HMRC compliant.

All transactions not allowed 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 with Clarity Travel that should be used for all travel requirements. If you have any questions on how to be set-up on Clarity and use the booking system, please email Clarity@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-authorized 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-authorized 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.

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. PCARDS will not be auto renewed and an application should be made for renewal at least one month in advance of the card expiry date.
- c. The Director of Procurement has overall responsibility for monitoring compliance with this policy.
- d. The Director of Procurement is responsible for overseeing the effective implementation of the policy through Procurement Operations.
- e. 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.
- f. 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.
- 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.

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. 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. 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. *The Administrator will work with the appropriate department or school to ensure future compliance and provide additional training if required.

The PCARD participant(s) identified in the audit will be required to complete a series of steps to reinstate their PCARDS. Below is a description of each step of the reinstatement process.

In all cases, the Cardholder is the subject of the corrective action because the Cardholder is ultimately 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 below.

- **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.

7.9. PCARD is no longer required

If a PCARD is no longer required, the line manager of the cardholder must cut the card in half, making sure the chip is cut, and return the PCARD to Procurement Operations along with an instruction to cancel it.

7.10. Sub-Project Owner (SPO) Approval

Once the Cardholder has submitted the claim and uploaded the associated receipt(s) onto CHIME, the responsibility is on the Sub-Project Owner (SPO) to review and approve each transaction on CHIME in a timely manner (within 14 days). In addition to this, it's also the responsibility of the Cardholder to chase their SPO for approval.

Sub-Project Owner (SPO) repeatedly taking more than 14 days to approve the transactions in CHIME will be subject to the following incident management:

- **1st incident** - email to PCARD holder and line manager identifying the delays;
- **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.)		✓	✓

- b. 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		✓

- c. All CHIME transactions should be coded by the cardholder before the agreed time-frame of the 15th of the month, the cardholder will receive a task once the transactions have been loaded into CHIME.
- d. The cardholder should code and evidence all transactions within two weeks of transaction date in CHIME.
- e. 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.
- f. 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

- a. Appendix 1: PCARD Application (Internal Form)
- b. Appendix 2: Procurement Card Merchant Categories Form
- c. Appendix 3: Application for a Procurement Card
- d. Appendix 4: Procurement Card User Agreement Form
- e. Appendix 5: Procurement Card Limit Increase Approval Form

Appendix 1: PCARD Application

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

New PCARD Request

PCRD Renewal

I confirm that I have read the Procurement Card Policy which is available on the intranet

(Please tick all boxes above that apply).

Signed:

College/Department:

Name:

Date:

I authorise this member of staff to hold a University PCARD.

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

(Maximum of £1,250.00)

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

(Maximum of £5,000)

*For an increase in single and/or maximum amount, please refer to Appendix 5.

Precise business justification for requiring a PCARD:

Signed:

Head of Department / Line Manager

PCARDS are restricted to use with a standard range of categories of suppliers. Heads of Departments / Line Manager may request variations to this by amending the list of categories on the separate schedule.

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 this application form from the [Procurement](#) Intranet page:

barclaycard commercial



government procurement card

cardholder application form

What you need to do

To ensure your application is not delayed:

- Please complete Sections A and B in BLOCK CAPITALS.
- Question 9 must be signed by an authorised administrator(s).

If you have more than one prospective cardholder you can download additional forms from www.barclaycard.co.uk/commercial

Please return your completed form to your nominated Administrator named in Section 9.

A. To be completed by the organisation

1. Name of organisation

2. Organisation address for correspondence

3. Existing organisation account number

If you are already an existing customer, please provide your Government Procurement Account number (as shown on the top of your Barclaycard Commercial monthly statement)

4. Please send this card to cardholder's

- Address in Section A Address in Section B

5. Internal reference. For example cost centre name or number

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

6. Monthly expenditure limit

Requested for the named cardholder in Section B. The expenditure limit should be sufficient for 6 weeks' requirements - minimum limit per card £250.

7. Single transaction limit

If you wish to allocate a spending control to the cardholder named in Section B.

8. Merchant Category Groupings

The cardholder named in Section B is authorised to use his/her card in:

- (Please tick a, b or c)
 a) All of the merchant category groupings, including cash; OR
 b) All merchant categories below (excluding cash which will automatically be blocked unless (a) is ticked); OR

c) Only the merchant category groupings indicated by me (with a tick) below. If you are unsure about completing this section or would like additional information, please contact us on 0844 822 2160*, or your Barclaycard Commercial manager.

- | | | |
|--|---|---|
| <input type="checkbox"/> 1 Building services | <input type="checkbox"/> 11 Business clothing and footwear | <input type="checkbox"/> 24 Miscellaneous industrial/commercial supplies |
| <input type="checkbox"/> 2 Building materials | <input type="checkbox"/> 12 Mail order/direct selling | <input type="checkbox"/> 25 Vehicles, servicing and spares |
| <input type="checkbox"/> 3 Estate and garden services | <input type="checkbox"/> 13 Personal services | <input type="checkbox"/> 26 Automotive fuel |
| <input type="checkbox"/> 4 Utilities and non-automotive fuel | <input type="checkbox"/> 14 Freight and storage | <input type="checkbox"/> 27 Travel - air/rail/road |
| <input type="checkbox"/> 5 Telecommunication services | <input type="checkbox"/> 15 Professional services | <input type="checkbox"/> 28 Auto rental |
| <input type="checkbox"/> 6 Catering and catering supplies | <input type="checkbox"/> 16 Financial services | <input type="checkbox"/> 29 Hotels and accommodation |
| <input type="checkbox"/> 7 Cleaning services and supplies | <input type="checkbox"/> 17 Clubs/associations/organisations | <input type="checkbox"/> 30 Restaurants and bars |
| <input type="checkbox"/> 8 Training and educational | <input type="checkbox"/> 18 Statutory bodies | <input type="checkbox"/> 31 General retail and wholesale |
| <input type="checkbox"/> 9 Medical supplies and services | <input type="checkbox"/> 19 Office stationery, equipment and supplies | <input type="checkbox"/> 32 Leisure activities |
| <input type="checkbox"/> 10 Staff - temporary recruitment | <input type="checkbox"/> 20 Computer equipment and services | <input type="checkbox"/> 33 Miscellaneous |
| | <input type="checkbox"/> 21 Print and advertising | <input type="checkbox"/> 34 Cash (ATM/Branch), money orders, foreign currency, travellers cheques. Blocked unless specifically requested. |
| | <input type="checkbox"/> 22 Books and periodicals | |
| | <input type="checkbox"/> 23 Mail and courier services | |

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-