



# **Procurement Card (PCARD) Policy and Procedures**

**Version 9.0**

## Policy Overview

<b>Policy Owner</b>	<b>Associate Director of Procurement</b>
<b>Department</b>	Procurement Department
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## Sign Off History

<b>Version</b>	<b>Name</b>	<b>Title / Committee</b>	<b>Date of Sign Off</b>
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<b>4.1</b>	Anthony Oliver	Interim Chief Procurement Officer	26 <sup>th</sup> June 2019
<b>4.2</b>	Iain Willcocks	Director of Procurement	2 <sup>nd</sup> July 2019
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## 1. Introduction

Brunel University has established a **Procurement Card (PCARD) Programme** to manage the acquisition of **low-value goods and services**. Under this programme, **PCARDS** are issued to approved employees for use in accordance with this **Procurement Card Policy**, as well as any relevant procedures and user guides.

This policy governs the proper use of the University's **PCARDS** and provides essential guidance for employees using them to procure goods and services. It outlines the application process, when to use the PCARD, and the procedures for managing transactions.

While the PCARD Programme streamlines purchasing, it **does not replace** the core principles of the University's **Procurement Policy**. All cardholders are still required to follow these existing regulations, ensuring that purchases are made with due diligence and that **best value** is always obtained.

## 2. Overview

The University's PCARD is a **Barclaycard charge card** issued to an individual for use on behalf of the University. It is a payment device designed to allow the procurement of goods and services without the need for traditional purchasing processes. The University will settle the full balance of the PCARD on a monthly basis.

The **PCARD** Programme aims to improve operational efficiency by streamlining the process for **high-volume, low-value transactions** where a CHIME Purchase Order cannot be used. Before using your PCARD, please check the [CHIME report](#) to see if the goods or services are provided by suppliers already set up in CHIME. This should be your first step before making any purchase with the PCARD.

Any establishment globally that displays the **VISA** symbol will accept the PCARD.

There are no card fees or transaction fees, and the PCARD helps the University meet the **government's prompt payment pledge**. It also reduces paper waste and replaces outdated manual processes with more efficient electronic systems.

The PCARD is a preferred method for purchasing **low-value goods or services** (where a CHIME Purchase Order cannot be used), except for goods or services covered by corporate agreements.

- **Corporate Agreement Purchases:** Transactions for goods or services covered under corporate agreements may still follow traditional purchasing methods, such as purchase orders and catalogues, or other arrangements as specified.
- **Guidance on Corporate Agreements:** Procurement Services will communicate any updates or guidelines regarding corporate agreements.
- **Additional Exceptions:** Please refer to Section 5 for further details on other exceptions.

PCARD cardholders must ensure that the card is used exclusively for **official business purposes**. **Personal charges** are strictly prohibited.

### Roles and Responsibilities:

- **Procurement Operations** is responsible for issuing PCARDS and reviewing spending. They will also conduct **monthly audits** on a random selection of PCARD transactions.

- **Financial Accounting** administers the payment of PCARDS and ensures compliance with financial rules.
- The **ERP Team** processes transactions in CHIME and sets up system-driven alerts to remind cardholders to code transactions accurately.

### 3. Policy Principles

#### a. Issuance and Activation:

PCARDS are issued at the **discretion of the Associate Director of Procurement and/or Chief Finance Officer**. A PCARD will only be **activated** once the cardholder has successfully completed the **CHIME training**, and the ERP Training Lead has confirmed this to Procurement Operations.

#### b. Spending Limits:

The **maximum spend** per single transaction is **£1,000** (including VAT). In exceptional circumstances, a request for a higher or lower limit may be submitted and must be approved by Procurement Operations and the Chief Finance Officer. For further guidance on how to request a limit adjustment, refer to **Appendix 5**.

#### c. Usage Guidelines:

- PCARDS should be used **on an ad hoc basis**, specifically where the use of Purchase Orders is not accepted.
- PCARDS are appropriate when payment cannot be made via BACS or a Purchase Order, or when the University intends to use a supplier **only once**.

#### d. Monitoring and Compliance:

- **Procurement Operations** will actively monitor PCARD usage and may withdraw the facility if a cardholder fails to adhere to this Policy.
- Cardholders must ensure that transactions are **coded correctly** in **CHIME** in a timely manner.
- PCARD usage will be included in the **University's Internal Audit programme** and may be reviewed during regular audits.
- Procurement Operations and Audit have the authority to request cardholders, or their Head of Department/Line Manager, to justify certain transactions.

#### e. Eligibility:

Only **permanent employees** of the University are eligible to hold a PCARD and/or authorise expenditure. Suppliers or independent contractors (including interim and temporary staff) are not eligible for PCARDS.

#### f. Ownership of Purchased Items:

Any items purchased by the University for individual use remain the property of the University, even if the individual for whom the items were purchased leaves the University.

#### g. Amazon Purchases:

For **Amazon purchases**, the **Amazon Business** platform must be used. Any purchases made through a personal Amazon account or outside of Amazon Business will result in action as outlined in **Section 7.8(d)** of this Policy.

- To start using **Amazon Business**, please request access by emailing [procurementcardadministration@brunel.ac.uk](mailto:procurementcardadministration@brunel.ac.uk).

## 4. Financial Limits & Controls

### 4.1. Monthly Expenditure Limit

- a. **Definition:** The monthly expenditure limit refers to the total amount that can be spent on your PCARD within a calendar month.
- b. The **standard monthly limit** for PCARDs is **£1,000**, including VAT. However, in exceptional cases, a higher or lower limit may be approved for a specified period.
- c. If a **temporary increase or decrease** in your monthly limit is needed, you must contact Procurement Operations. Include a justification for the requested change, as outlined in **Appendix 5**. The **Chief Finance Officer** will review and approve any temporary changes.

### 4.2. Single Transaction Limit

- a. **Definition:** The single transaction limit is the maximum amount that can be spent on any individual purchase.
- b. The **standard single transaction limit** for PCARDs is **£1,000**, including VAT.
- c. If an **exceptional increase or decrease** to the single transaction limit is required, you must contact Procurement Operations. Requests will be reviewed on a case-by-case basis and must be approved by your Head of Department or Line Manager, as outlined in **Appendix 5**. The **Chief Finance Officer** will provide final approval for any temporary adjustments.
- d. Any purchases exceeding the single transaction limit must be made through a Purchase Order in CHIME, following the University's Procurement procedures. If you need guidance, contact the Procurement Department.
- e. **Splitting purchases:** To avoid exceeding the limit, transactions must not be broken down into smaller amounts to circumvent the established limit. This will be flagged during the monthly audits conducted by Procurement Operations.

### 4.3. Merchant Category Code

- a. **Definition:** A Merchant Category Code (MCC) is a four-digit number used to categorise merchants based on the type of goods or services they provide (e.g. Books & Periodicals).
- b. An MCC is assigned to a merchant (supplier of goods and services) by the card company when the business first begins accepting card payments.
- c. Procurement Operations has the authority to block specific MCCs. This is done to prevent cardholders from making purchases in categories where there are alternative arrangements.
- d. If a purchase requires a blocked MCC, the Line Manager or Head of Department must contact Procurement Operations to seek approval for the transaction.

### 4.4. Authority to Purchase

- a. Only the cardholder is authorised to make purchases using their PCARD.
- b. The cardholder must never share their PCARD details, including the security number, with any other person(s).

## 5. Policy Restrictions

### 5.1. Transactions Not Allowed

- a. The following types of transactions are **strictly prohibited** when using a PCARD:
- **Cash withdrawals** (including foreign currency)
  - **Direct debits**
  - **Capital equipment purchases\*** (e.g. machinery, assets)
  - **IT equipment purchases\*** (e.g. computers, hardware)
  - **Software licenses\***
  - **Repeat transactions** (e.g. professional subscriptions)
  - **Items covered by existing University Contracts**
  - **Payment gateways**, such as PayPal or eBay, as they do not provide full transparency on purchases or refunds
  - **Pre-authorised charges**, as outlined in section 5.2
  - **Travel-related bookings\*\*** unless pre-authorised by **Procurement** (see **Appendix 6: Procurement Card Travel Request**)
  - **Payments to individuals or employees**
  - **Business expenses through personal accounts** (e.g. personal Amazon accounts)
  - **Personal expenses** (more information paragraph 5.4), such as:
    - LinkedIn subscriptions
    - Personal travel (e.g. Uber)
    - Teas and coffees (use internal Catering or Campus Services for such purchases)
    - Staff entertainment, including but not limited to:
      - Food and refreshments
      - Team-building events (excluding Christmas parties which is an exception)
      - Working lunches
      - Tickets to sporting events, concerts, or theatre

**Note\***: If you need to purchase capital or IT equipment, or software licenses, you must raise a **Purchase Order** through **CHIME**. You are responsible for setting up the supplier in **CHIME** if they are not already listed. This also cannot be reimbursed through staff expenses, and these claims will be refused (as per the University Travel & Expenses Policy).

**Note\*\***: The University has an approved **Travel Management Agreement** with **Diversity Travel** for all travel bookings. For assistance with setup or booking, contact [travel@brunel.ac.uk](mailto:travel@brunel.ac.uk) or [online@diversitytravel.com](http://online@diversitytravel.com).

- b. If a PCARD is used for any of the above restricted transactions, they will be flagged during monthly audits. Repeated violations may lead to the **suspension** or **revocation** of your PCARD.

### 5.2. Pre-authorised Charges Not Allowed

- a. **Pre-authorised charges** (e.g. recurring card payments such as online subscriptions) are **not allowed** on a PCARD.
- b. If you leave the University, you are responsible for cancelling any recurring charges. If such charges continue and incur costs for the University, you may be held liable for the debt.

- c. Pre-authorised charges will be identified during **monthly audits**. Repeated violations may lead to the **suspension** or **revocation** of your PCARD.

### **5.3. Business Expenses**

- a. PCARDS must only be used for legitimate business expenses incurred on behalf of the University. Personal expenses or unauthorised purchases are strictly prohibited and if occurred they will incur a personal tax liability as per HMRC guidance

### **5.4. Personal Expenses**

- a. Under no circumstances should a PCARD be used for personal expenses.
- b. If personal expenses are charged to the PCARD, the costs will be recovered from the employee and may result in disciplinary action.
- c. Personal expenses are considered **Benefits in Kind** and are subject to taxation. Therefore, the employee will incur tax for such expenses. The University must report these annually to **HMRC**.

## **6. Governance**

- a. All cardholders must complete mandatory CHIME training related to this policy, PCARD usage, and transaction processing in CHIME. PCARD activation will only occur once the cardholder has successfully completed the training, and the ERP Training Lead has verified completion.
- b. PCARDS are not automatically renewed. Cardholders must submit a renewal request at least one month before the card's expiration date.
- c. The Associate Director of Procurement is responsible for monitoring compliance with this policy.
- d. The Associate Director of Procurement is also responsible for overseeing the effective implementation of the policy through Procurement Operations.
- e. For any questions regarding this policy, please contact:  
[ProcurementCardAdministration@brunel.ac.uk](mailto:ProcurementCardAdministration@brunel.ac.uk)



## 7. Procedure

### 7.1. Applying for a new PCARD

- a. **Application Process:** Prospective cardholders must submit an application through their Head of Department or Line Manager to Procurement Operations, using the forms outlined in Appendices 1 and 3.
- b. **Form Availability:** All required forms are available as Appendices at the end of this Policy and on the Procurement intranet page.
- c. **Submission:** Both the cardholder and the Head of Department/Line Manager must sign the forms before submitting them to Procurement Operations at [ProcurementCardAdministration@brunel.ac.uk](mailto:ProcurementCardAdministration@brunel.ac.uk).
- d. **Approval and Card Issuance:** Once approved by the University, the application will be forwarded to Barclaycard, and the PCARD will typically be issued within 12 working days. The card will be sent to Procurement Operations, who will contact the cardholder to collect their PCARD and PIN.
- e. **Activation:** New PCARDS will not be activated until the cardholder has completed the mandatory training as outlined in Section 6.

### 7.2. Security

- a. **Card and PIN Collection:** Cards and PINs are sent to Procurement Operations, who will contact the cardholder for collection.
- b. **Cardholder Agreement:** Upon receiving the PCARD, the cardholder must sign the Procurement Card Agreement Form (Appendix 4).
- c. **Card Security:** The cardholder must immediately sign the back of the PCARD and ensure it is stored securely. The PCARD and its PIN must never be kept together.

### 7.3. Lost/Stolen cards

- a. **Immediate Reporting:** If a PCARD is lost or suspected to be lost, the cardholder must immediately report it to:
  - Barclaycard Lost & Stolen Cards: 0800 008 008 (UK) or (+44) 1604 269 452 (international) – 24/7 service
  - Procurement Operations: [ProcurementCardAdministration@brunel.ac.uk](mailto:ProcurementCardAdministration@brunel.ac.uk)
- b. **Found Cards:**  
If a lost PCARD is later found after notification to Barclaycard and Procurement Operations, it must not be used. The cardholder should cut up the card, including the chip, and return it to Procurement Operations. A replacement card will already be in progress.

#### 7.4. Fraudulent transactions

- a. **Reporting Fraud:** If fraudulent use of the PCARD is suspected, report it immediately to:
  - Barclaycard UK Fraud Line: 0800 0159 059 (UK) or (+44) 1452 828 321 (international)
  - Procurement Operations: [ProcurementCardAdministration@brunel.ac.uk](mailto:ProcurementCardAdministration@brunel.ac.uk)

#### 7.5. PCARD Renewals

- a. **Automatic Renewal:** PCARDS will be automatically renewed upon expiry.
- b. A new **PIN** will **not** be issued during renewal.

#### 7.6. Process for leavers

- a. **Card Return:** PCARDS are not transferable. Employees leaving the University must cut their PCARD in half (including the chip) and return it to their Head of Department/Line Manager before their departure.
- b. **Card Cancellation:** The Head of Department/Line Manager must contact Procurement Operations to arrange for the PCARD cancellation, effective on the cardholder's last day of employment.
- c. **Transaction Coding:** The cardholder is responsible for ensuring that all transactions are correctly coded in **CHIME** before leaving. Additionally, transactions must be approved prior to departure.
- d. **Post-departure Coding:** The Head of Department/Line Manager is responsible for ensuring that any transactions are properly coded or approved once the cardholder has left.

#### 7.7. Cardholder Changes

- a. **Role or Department Changes:** Staff members changing positions or departments must contact Procurement Operations to arrange for the return or reissuance of their PCARD.
- b. **Other Amendments:** Any other changes, such as name changes, must be directed to Procurement Operations.

#### 7.8. Misuse and Audit of PCARDS

- a. **Monitoring and Enforcement:** The Head of Financial Accounting and the Associate Director of Procurement, under the authority of the Chief Financial Officer, will monitor PCARD use and may revoke a PCARD if the cardholder fails to adhere to this policy.
- b. **Personal Gain Prohibited:** Cardholders must not benefit personally from store loyalty points, sales vouchers, or similar rewards while using the PCARD. Doing so is a breach of policy and may lead to disciplinary action.
- c. **Travel Bookings:** In accordance with the **Travel & Expenses Policy**, travel must be booked through the **Travel Management Company (TMC)**. PCARD use for travel bookings (e.g. hotels) may be permitted only under the following conditions:

- A minimum 20% cost difference compared to the same booking via TMC
- Conference bookings with discounted pricing at a specific venue
- Please note that our TMC price-match all flights so the use of PCARD for flights booking is not authorised.

If one of these exceptions applies, Procurement approval is required before booking. Please complete **Appendix 6** and email [travel@brunel.ac.uk](mailto:travel@brunel.ac.uk) for approval. Please note that flights and hotels will not be reimbursed through the staff expenses route.

- d. **Monthly Audits:** The Procurement Card Administrator will conduct monthly audits of all PCARD transactions to ensure compliance with this policy. Non-compliance will be communicated via email to the cardholder and their Line Manager, with corrective action and potential training provided if necessary.
- e. **Compliance Tracking:** 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:** Notification to the cardholder and their manager of non-compliance.
  - **2nd Incident:** 5-day suspension of PCARD use.
  - **3rd Incident:** PCARD revoked or 20-day suspension.

### 7.9. PCARD no longer required

- a. If a PCARD is no longer required, the cardholder’s Line Manager must cut the card in half, ensuring the chip is destroyed, and return it to Procurement Operations along with a request for cancellation.

### 8.0. Card Administration and Management

- a. The responsibility for administering and managing the University’s PCARD scheme is shared between the ERP Team, Procurement Operations, and Financial Accounting, each overseeing specific aspects of the programme as outlined below:

	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 spends in CHIME		✓

- c. 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.
- d. 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. Procurement will follow the below process prior to the PCARD being withdrawn:
- **1st Incident:** Notification to the cardholder and their manager of non-compliance.
  - **2nd Incident:** 5-day suspension of PCARD use.
  - **3rd Incident:** PCARD revoked or 20-day suspension.
- e. 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
- f. Appendix 6: Procurement Card Travel Request

## Appendix 1: PCARD Application

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

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

By submitting my application for this P Card I confirm that I 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 [procurement@brunel.ac.uk](mailto:procurement@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 this application form from the [Procurement](#) Intranet page:

barclaycard commercial  **barclaycard**

# 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](http://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




Telephone number

Organisation email address

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"/> 21 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/associational/organisations         | <input type="checkbox"/> 30 Restaurants and bars  |
| <input type="checkbox"/> 8 Tinting 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, traveller's 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](mailto: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](mailto:ProcurementCardAdministration@brunel.ac.uk).

**Date actioned by Procurement-**

## Appendix 6: Procurement Card Travel Request

**Please complete this form fully and send to**  
**[Travel@brunel.ac.uk](mailto:Travel@brunel.ac.uk)**

\_\_\_\_\_  
Date requested                      Full Name of traveller

\_\_\_\_\_  
P Card Holders Full Name                      Department / College

\_\_\_\_\_  
Travel Dates                      Where are you travelling to?

\_\_\_\_\_  
Line Managers approval                      Conference Rate?  
(Y or N)

Reason for not using the TMC? (Travel  
Management Company)

<p>INPUT YOUR REASONING HERE.</p>
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PLEASE INSERT SCREENSHOTS OF COMPARISON(S) HERE.  
BUL TRAVEL TEAM NEED TO SEE **CLEARLY** THE DIVERSITY TRAVEL COST COMPARED TO  
THE CHEAPER OPTION FOUND, WITH CLEAR DATES, ROOM SELECTION ETC.  
WE WILL **NOT** BE APPROVING FLIGHT REQUESTS VIA PCARD AS DIVERSITY TRAVEL  
OFFER LIKE-FOR-LIKE PRICE MATCHES.

APPROVAL REASONING FROM THE TRAVEL TEAM.

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**Approved and signed by BUL Travel Team**

**Date approved.**

Please see the Travel Intranet page for further Travel information. [Booking travel & external venues with Diversity Travel \(brunel.ac.uk\)](https://www.brunel.ac.uk/travel)