



PRIFYSGOL
BANGOR
UNIVERSITY

PURCHASING CARD MANUAL

June 2016

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Bangor University Purchasing Card Scheme

INTRODUCTION

The University has identified that there are advantages to be gained by using Purchasing Cards as part of its procurement and purchase accounting processes.

The basic objective of using the Purchasing Card is to reduce the paperwork and administrative time involved in the ordering and invoice processes for low value, high volume goods and services.

The Purchasing Card may be used with any suppliers which accept VISA payments including purchases over the Internet.

Each cardholder is issued with a copy of these procedures, and their unique limits under which they can operate (see Appendix 1). Purchases should be made in accordance with these procedures which cover the most common issues that arise in connection with the use of the Purchasing Card.

The cardholder may only use the Purchasing Card for business purposes. If the cardholder requires any further clarification or information, he / she should contact in the first instance the Purchasing Card Administrator (see Appendix 1) or the Purchasing Officer.

Overview of the Purchasing Card Process

Within the limits set in Appendix 1, the cardholder conducts the Purchasing Card transaction via the telephone or fax, on a face-to-face basis, or over the Internet.

The cardholder must reconcile every transaction with a monthly statement. Appendix 3 details the monthly report and reconciliation process to be followed, using an on-line mechanism.

The supplier is paid by Barclaycard within 4 working days of the transaction, and the University receives a monthly statements from Barclaycard Card Services. The University makes one payment per month to the Bank to cover all Purchasing Card transactions.

CARD HOUSEKEEPING

- **Amended Cards - Change of Name**

If you need to amend your name on the card (e.g. because of marriage etc.), please contact your Purchasing Card Administrator. The obsolete Purchasing Card should be cut in half across the magnetic strip and then returned to the Purchasing Card Administrator following receipt of the new Purchasing Card.

- **Non-Receipt of Cards**

Your replacement Purchasing Card should be received approximately 14 days before the renewal date. Non-receipt should be advised immediately to your Purchasing Card Administrator.

- **Security of the Card**

The Purchasing Card provided to you is to be used by you only (subject to use as a Lodge Purchasing Card – see below), and should not be lent to anyone else. It is in the name of the University and it is your responsibility to ensure that it is retained in a secure location.

- **Lodge Purchasing Cards**

This is a facility whereby an individual Purchasing Card number is lodged principally with frequently used local suppliers, together with a list of names / signatures of staff entitled to make purchases against the Purchasing Card. This allows identified staff to charge for the purchase of goods or services against the individual Purchasing Card, for example Estates Department staff to buy electrical and joinery supplies.

- **Lost / Stolen Cards**

If you lose your Purchasing Card or it is stolen, please advise Barclaycard immediately (they operate a 24-hour customer service) by telephone.

Telephone 0333 202 2051

- **Job Change / Department Change**

Upon notice of a job change and / or departmental change, please advise your Purchasing Card Administrator as soon as possible.

- **Leaving Employment**

Upon leaving the employment of the University, you must cut your Purchasing Card in half and return it to the Purchasing Card Administrator.

- **Cardholder's Liability / Credit Status**

Whilst the Purchasing Card is embossed with your name, the account and therefore the liability are in the name of the University. Consequently there is no impact on your personal credit status.

TRAINING

Once these guideline have been read, the cardholder, may wish to complete a training course aimed at introducing you to the Purchasing Card process, explaining these guidelines and answering any queries which you may have to familiarise themselves with these procedures.

LIMITS

- **Monthly Credit Limit**

An initial monthly credit limit has been set for your Purchasing Card as detailed in Appendix 1. If you find that this is insufficient for your needs, please contact your Purchasing Card Administrator to discuss a revision.

- **Transaction Limit**

The University has an agreed maximum transaction limit for you. Your current limit is shown in Appendix 1. The Purchasing Card should not be used for purchases in excess of this limit. Attempts to do this will be met with a decline when authorisation is sought for the transaction, and are detailed on Management Reports.

This limit is inclusive of any VAT, carriage charges etc.

TRANSACTIONS

- **Where the Card can be Used**

Your Purchasing Card can potentially be used at any VISA supplier outlet, provided your Purchasing Card has been set with the appropriate authorities.

- **New Suppliers**

If you identify a supplier who you would like to be able to accept the Purchasing Card, please contact your Purchasing Card Administrator, to take the matter forward.

- **Requisition of Card Purchases**

The cardholder must maintain a log of all card purchases either using the published transaction form or a similar format spreadsheet (Appendix 2b).

A folder of approved manual requisition forms and/or requisition emails should be maintained. All requisitions should clearly show the request, the project and account code, the value approved and the approver.

As invoices, receipts, delivery notes are received for each card purchase, these should be added to the folder.

The information from the log/requisition should be added to each transaction, through the online Barclaycard Spend Management System, as soon as possible.

The requisitions, invoices, receipts, delivery notes should be scanned and attached to each transaction through the online Agresso workflow process as soon as possible.

The log should be updated to show the completed stages in the processing of each card purchase.

- **Raising Transactions / Placing Orders**

The cardholder personally needs to place the order.

Where the supplier needs to send an invoice, it must be sent **directly to you**. Failure to do this may result in the invoice being paid twice. It is imperative that these invoices are retained to be submitted at the end of

the month to the finance office– The invoices are required as evidence for Auditors (External, Internal and Funding), Inland Revenue and HM Customs and Excise.

- **Card Declined**

If a transaction is declined, please refer to your Purchasing Card Administrator. Some potential causes are exceeding the monthly Purchasing Card limit, exceeding the individual transaction limit, or using a supplier that is within a Merchant Category not allowed by the University.

- **Rejection of Goods / Goods Incorrect**

If you reject the goods, please ensure that you tell the supplier directly, as it is they who will arrange a credit to your Purchasing Card account. The credit will appear on your monthly statement, and therefore details should be entered into your Purchasing Card Purchases folder or onto your Daily Transaction Log to aid reconciliation, as shown in Appendix 2. There is no need to await receipt of the Purchasing Card statement before raising the problem with the supplier. If you cannot come to mutual agreement with the supplier, please contact your Purchasing Card Administrator.

- **Incorrect Amount Billed**

When checking your monthly statement against your Daily Transaction Log, you may identify a transaction with which you are not happy. In these circumstances please contact the relevant supplier to seek an explanation or adjustment. In the event that the discrepancy remains unresolved, please contact your Purchasing Card Administrator for further instructions.

- **Billed but Goods not Received**

If you are billed for something that has not been received, please contact the supplier to ensure that the goods or services have been despatched or provided. It is a VISA regulation that the transaction is not processed until the goods or services are despatched. Please inform your Purchasing Card Administrator if this regulation has been breached.

- **Missing Transactions**

Any purchases made just prior to the statement date should show up on the following month's cardholder statement. If any transactions do not turn up as anticipated, please contact your Purchasing Card Administrator before taking any action.

STATEMENTS

On-line Reconciliation

Full instructions on how to use the on-line reconciliation facilities are provided in Appendix 2.

SUMMARY

Suppliers are paid by the Bank within 4 working days of your business transaction. **Please indicate to suppliers that they should not be sending invoices to the Payments Section (Finance Office). Receipts or invoices should be sent directly to you marked VISA Purchasing Card Paid. We do not want to duplicate payments.**

The Programme is designed to be simple and easy to use while providing you with the goods and services required to perform your job in an efficient manner but we also need to maintain appropriate controls to ensure the ongoing success of the Programme.

We ask you to exercise good judgement and to act responsibly when using your Purchasing Card. The Purchasing Card is issued in your name and all activity will be assumed to have been incurred by you. An acknowledgement of your responsibilities has been provided with the application form. We ask you to reconcile your statement each month and to retain all receipts and invoices!

In addition, random audits may be conducted for both Purchasing Card activity and retention of receipts and invoices. Suspension of your Purchasing Card or Disciplinary Procedures could be invoked for improper use of the Programme.

Your feedback regarding this Programme is important! We need to know if you have any issues and we welcome suggestions for improvement!

CONTACT NAMES AND NUMBERS

Contact	Name	Telephone Number
Purchasing Card Administrator	Jacque Williams, Payments Supervisor	Extn. 2050 fos001@bangor.ac.uk
Purchasing Officer	Llyr Williams	Extn. 2057 fos60e@bangor.ac.uk
Assistant Purchasing Officer	Ian Phillips	Extn. 2199 i.phillips@bangor.ac.uk
Lost / Stolen Cards (24 hour, 7 days a week)	Barclaycard	0333 202 2051
Customer Service	Barclaycard	0333 202 2051

PURCHASING CARD TELEPHONE ORDER GUIDE

- Telephone or fax supplier
- At the point of order:
 - ⇒ Confirm that VISA Purchasing Cards are accepted (if not on nominated suppliers list)
 - ⇒ Confirm items / goods / services required are available
 - ⇒ Obtain price - gross amount (to include VAT and all sundry charges)
 - ⇒ Confirm delivery details - where, to whom, when
- Quote
 - ⇒ **CARD NUMBER (16 DIGITS)**
 - ⇒ **CARD EXPIRY DATE (4 DIGITS)**
 - ⇒ **CARDHOLDER NAME**
 - ⇒ **UNIVERSITY NAME**
 - ⇒ **FULL DELIVERY ADDRESS**
- Ensure that the supplier knows that the goods etc. and any documentation e.g. invoices, delivery notes, should be clearly marked:
 - ⇒ **YOUR NAME**
 - ⇒ **YOUR DEPARTMENT**
 - ⇒ **"VISA PURCHASING CARD PAID"**
- Complete the Daily Transaction Log.

APPENDIX 1

Cardholder Specific Details

Cardholder's Name:	
Location:	
Purchasing Card Administrator:	Jacque Williams Payments Supervisor Extn. 2050 fos001@bangor.ac.uk
Transaction Limit:	£1000.00 inclusive of VAT.
Monthly Card Limit:	£10,000.00 inclusive of VAT.
Merchant Category Numbers Blocked:	Merchant Category Numbers 13 (Personal Services), 32 (Leisure Activities), 33 (Miscellaneous) and 34 (Cash) for all Cardholders. Other Merchant Category Numbers on a "not as needed" basis for individual Cardholders / Departments / Schools etc.

APPENDIX 2

Purchasing Card Reconciliation Procedures

Introduction

This section sets down the procedure to be followed to record purchasing transactions made with a Purchasing Card. It is important that these procedures are followed each time a purchase is made

<https://www.bangor.ac.uk/finance/pu/pu011.php.en>

APPENDIX 2 (b)

Bangor University Purchasing Card Daily Transaction Log

Ref/Req. No	Order Date	Purchase details	Amount	GL Code	Goods Received	Invoice Received	Posted to BSM	Agresso Workflow

APPENDIX 3
Employee Agreement

Bangor University

Employee Agreement for a Barclaycard Purchasing Card

- a) I, hereby request a Purchasing Card. As a cardholder I agree to comply with the following terms and conditions regarding my use of the Purchasing Card.
- b) I understand that I am being entrusted with a Purchasing Card and will be making financial commitments on behalf of the University. I agree to use pre-tendered contract framework agreements where these are already available.
- c) I understand that the University is liable to the card provider (Barclaycard / Barclaycard Global Commercial Payments) for all the charges made on the Purchasing Card.
- d) I agree to use this Purchasing Card for Bangor University business purchases only and agree not to charge personal purchases. I understand that the University will audit the use of this Purchasing Card and report and take appropriate action on any discrepancies.
- e) Cardholders must not use their card to book their own personal travel and accommodation.
- f) I will follow the established procedures for the use of the Purchasing Card. Failure to do so may result in either revocation of my use privileges or any other disciplinary actions, including termination of employment.
- g) I agree to return the Purchasing Card immediately upon request or upon termination of employment (including retirement). If there is any change in organisational structure, which alters my purchasing requirements, I agree to return my Purchasing Card and arrange for a new one, if appropriate.
- h) If the Purchasing Card is lost or stolen, I agree to notify Barclaycard / Barclaycard Global Commercial Payments immediately by telephone (UK 0333 202 2051; overseas +44 333 202 2051) and the Purchasing Card Administrator as soon as possible thereafter.

Employee's Signature.....Date.....

Employee's E-Mail Address.....

Employee's Network ID

Staff / Payroll Number..... Phone Number.....

Name of Academic School or Central Service Department.....

.....

Head of Department's Name.....

Please turn over
Page 2 of 2

Head of Department's Signature.....Date.....

Name of Cardholder

All purchases by a cardholder are subject to review by a department supervisor, once posted to the finance system. The current list of reviewers is attached, please select the most appropriate.

Name of the Reviewer.....

Role ID of the Reviewer: WFRPC.....

.....

It is possible to have a delegate / substitute to assist in the completion of the reconciliation of Purchasing Card transactions within the Barclaycard BSM (Barclaycard Spend Management) website and within Agresso, whether or not this person is already a Purchasing Card holder and / or an Agresso user.

Do you wish to nominate a Purchasing Card delegate / substitute – Yes / No (please delete as necessary).

If Yes, please identify the name of the delegate / substitute:

.....

Is this person already a Barclaycard Purchasing Card holder – Yes / No (please delete as necessary).

If No, the delegate / substitute is required to complete the following details:

Delegate's Signature.....Date.....

Delegate's E-Mail Address.....

Delegate's Network ID

Staff / Payroll Number..... Phone Number.....

Name of Academic School or Central Service Department.....

.....

Head of Department's Name.....

Head of Department's Signature.....Date.....

cc Personnel Office File / Purchasing Card Administrator