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Help and Guidance

Overview

Introduction

The University of Reading 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 save transaction charge costs and reduce paperwork and administration time involved in the ordering and invoice processing of low value, high volume goods and services from external suppliers only. The payment of charges between University budgets remains an internal process through Finance, this includes any official spending at University catering outlets.

Please note that all existing University policies remain valid regardless of the method of payment used in settling a supplier's account. Please refer to these University Policies:

- Procurement Policy
- Expenses and Hospitality Policy

It is the responsibility of every cardholder to be familiar with the requirements of those policies prior to commencing use of a Purchasing Card. Compliance with **all** University Policies is part of a cardholder's undertaking when making an application.

Each cardholder is directed to this manual prior to their application for a card being approved. All

The responsibility lies with the Head of School/Function Directorate as to whether applying for a purchase card is required and is reasonable for the amount of usage anticipated and the number of purchase cards already in existence in their area in relation to the number of staff employed.

If a card is inactive for 6 months there is a risk that the privilege will be removed, final decision will be made by the Director of Finance if there can be a continuation of ownership of a card.

The issued PIN must not be changed to be the same as the card holders personal bank PIN.

Transaction payment

Lost/stolen cards

Cardholders should keep a note, separate from their card, of the following Barclaycard telephone numbers for reporting lost or stolen cards, lines are open 24 hours, 7 days a week:

Tel: 0800

Transaction limit

Coding a transaction must be completed by the 14th of the month following statement close on the 28th. If coding is not completed for two months in a row, then a warning will be issued for noncompliance. If coding is not completed for three months in a row then your credit limits will be revoked and your account reviewed for closure.

Card declined

If a transaction is declined cardholders may refer to the Purchase Card Team on purchasecards@reading.ac.uk for advice.

Common causes for a card being declined are exceeding transaction or total monthly financial limits or using a blocked Merchant Category.

Rejection of goods

If delivered items are not accepted for any reason, the supplier must be contacted directly, in order to arrange a credit card account. Any credit issued will appear on the statement. The credit is to be coded exactly the same as the original transaction.

Any query regarding delivered items should be raised with the supplier promptly. Procurement should be contacted if any dispute with a supplier cannot be resolved.

Incorrect amount charged

If an incorrect charge appears on a monthly statement the supplier should be contacted to clarify, or to obtain refund by credit to the card account. In this case the incorrect amount must still be accounted for in the statement: in the item description it should be noted that a refund has been agreed. Any credit will appear in a subsequent statement. The credit is to be coded exactly the same as the original transactions.

Charged but goods not received

If a charge is shown on the statement for items not received, contact the supplier to ensure that the
Tm0 g8[ )]TJETQq0.0000085;0.00000.000008882 842.52 reW*nBT/F1 11.04 Tf1 0 0 1 171.62 429.07 Tm0 g0 G 0

Transaction record and monthly statement

Records of activity against a card are managed through an online system; cardholders and authorisers can log into this at any time to review transactions.

Each calendar month a cardholder is required to complete a reconciliation of transactions. This statement must be submitted to the Purchase Card Team by the 15th of each month once the authoriser has viewed the receipts for Policy compliance.

Authorising manager

The Authorising Manager must be senior to the cardholder in position or grade, within the University's normal financial delegations. The authoriser must review each item of spend through the online Barclaycard Spend Management System, with supporting documentation as required, to ensure complete compliance with University Policies. The Authorising Manager has the right not to approve any transaction where the supporting information is insufficient to prove the purchase is an appropriate use of University funds, in which case it may be categorised as unauthorised personal spend, and the procedure for reimbursing the University would apply.

If a member of staff ceases to be the Authorising Manager, this should be advised to purchasecards@reading.ac.uk as soon as possible. To appoint a new Authorising Manager, Appendix 4 form should be completed and emailed to purchasecards@reading.ac.uk.

Transactions are to be approved by the 16th