

Purchasing Card Policy

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Committee Approved:	CCG Audit Group
Approved date:	June 2017
Review Date:	June 2019
Equality Impact Assessment Sustainability Impact Assessment	Screening Completed Completed
Target Audience:	All employees, members, committee and sub-committee members of the group and members of the governing body and its committees.
Policy Reference No:	FM09
Version Number:	1.0

The intranet version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.

POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on Intranet

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1 INTRODUCTION

The purpose of this procedure note is to detail the responsibilities and procedures for the management of the Purchasing Card held at NHS North Lincolnshire CCG.

The CCG's constitution, which specifically includes:

- Standing Orders (SO's)
- Standing Financial Instructions (SFIs)
- Scheme of Delegation (SD)
- Prime Financial Policies (PFPS)

Also requires the CCG to develop more detailed policies to ensure that it operates with sound financial controls and good corporate governance.

It also explains the circumstances in which the Credit Card can be used in line with relevant CCG Policies and also to document the process for recording and audit of the expenditure.

2 IMPACT ANALYSES

2.1 Equality

As a result of performing the screening analysis, the policy does not appear to have any adverse effects on people who share Protected Characteristics and no further actions are recommended at this stage.

2.2 Sustainability

A Sustainability Impact Assessment has been undertaken. No positive or negative impacts were identified against the twelve sustainability themes.

2.3 Bribery Act

This Policy is designed to contribute to the CCG's obligation to ensure adequate measures are in place to prevent acts of bribery within the meaning of the Bribery Act 2010.

3 SCOPE

This policy applies to:

- All CCG employees, including all full and part-time staff, staff on sessional or short term contracts, Lay members, students and trainees (including apprentices), agency staff, seconded staff
- Members of the CCG's Board, Committees, Sub Committees and Sub Groups, including co-opted members, appointed deputies and members of committees/groups from other organisations
- Members of the CCG (Council of members) – defined as GP partners (or where the practice is a company, each director) and any individual directly involved with the business or decision making of the CCG e.g. representatives at the Council of Members, GP portfolio lead.

4 BACKGROUND

In line with NHS Guidelines, North Lincolnshire Clinical Commissioning Group has identified that there are some 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 paperwork and administration time, involved in the ordering and invoice process.

The Purchasing Card(s) can be used with all suppliers where this is the most suitable payment method.

The purchasing card system is designed to be simple and easy to use while providing you with the goods required to perform your job in an efficient manner, but we also need to maintain appropriate controls to ensure the on-going success of the system.

The purpose of this policy is to provide consistent guidance for all staff in the use of the purchasing card, giving procedures of the use of the card to ensure necessary controls are adhered to.

This policy applies to all employees of the CCG; any employees who are seconded to the CCG, contract and agency staff and any other individual working on CCG premises.

The Credit Card can be used with any supplier who will accept this form of payment, by any method (i.e. telephone, face to face, online).

Improper or fraudulent use of the card may result in disciplinary procedures and ultimately termination of employment.

Delegated budgetary and procurement responsibilities take priority. Responsibility for costs incurred lie with the authoriser of the Credit Card Expenditure Request Voucher.

Random audits may be conducted for card activity.

NLCCG holds one company credit card only.

5 Responsibilities

Card Holder

Cardholders must exercise good judgement and to act responsibly when using your card.

The card is issued in your name and all activity will be assumed to have been incurred by you.

An acknowledgement of responsibilities form (Appendix B) requires completion and return

The card must be kept in a safe place when not in use.

All Staff

The card may only be used when authorised by the Cardholder (Business Office Manager) or CFO in Business Office Managers absence.

All users should ensure the card is only used for the purpose authorised and keep card in safe place when in your possession.

6 PROCEDURES

Use of the Credit Card can only be for pre-approved requests (completion of a voucher – Appendix 1) and signed by the CFO before the card is used.

The credit card should only be used for items which are required urgently or where the supplier is not able to provide an invoice in advance of payment.

The card user can conduct the Purchasing Card transaction via the most suitable method.

The credit card should **never** be used to circumvent the NLCCG procurement procedures (the latest protocol can be found at the following location);

<http://www.northlincolnshireccg.nhs.uk/publications/non-clinical-policies/>

Some examples of expenditure which would not be acceptable, where the expectation would be to process via the normal purchasing route are;

- Stationery
- Office equipment
- Subscriptions
- Training costs
- Electrical equipment

This list is not exhaustive, and in exceptional circumstances some of the above may need to be paid for by the card, but as a general rule these are exclusions.

The credit card should **not** be used for the supply of refreshments for any meetings. Refer to Business Conduct Policy to understand acceptable expenditure (the latest version can be found at the following location);

<http://www.northlincolnshireccg.nhs.uk/publications/non-clinical-policies/>

The Credit Card must be kept in a secure environment and handled only by the person responsible. No one else should have access to it.

In the absence of the credit card holder, alternative payment methods should be sought (either via normal payment/invoicing terms), or via Petty Cash (please refer to the Petty Cash Policy to understand what can be purchased).

Each individual item paid for with the credit card needs to be approved on an individual basis. The process for this would be via completion of a Credit Card Expenditure Request Voucher. (Appendix 1) The following must be completed on the voucher;

- Voucher Number (obtained from the Credit Card Log Sheet)
- Detailed description of the goods to be purchased, including the supplier, quantity and value
- Financial code provided for the costs to be charged to

- Approved by an authorised signatory who has delegated approval for this financial code (this information can be provided by the Financial Management Team on request)
- The amount of purchase

Once the above information is received the Business Manager will then seek further approval from the CFO.

Proof of purchase is then retained by the cardholder.

Credit Card Expenditure Request Vouchers should be entered on the Credit Card Log Sheet (Appendix 2) as the transaction occurs.

To keep up to date and fully reconciled, on a monthly basis the cardholder should:

- a. Total the expenditure columns on the Credit Card Log Excel File – Provided by Financial Management Team (this summarises the individual items)
- b. Print off the Completed Reconciliation and sign, along with approval from a CCG Director
- c. Submit the form to Financial Services, Embed who will then reconcile the Credit Card Statement to the Credit Card Log, raising any queries directly with the cardholder.

If required escalation to the Finance Manager within NLCCG.

7 CARD HOUSEKEEPING (FOR THE CARDHOLDER)

Amended Cards - Change of Name

If you need to amend your name on the card (e.g. because of marriage etc.), contact your Credit Card Administrator within finance who will be able to provide you with the relevant advice/forms for this purpose.

The obsolete card should be cut in half across the magnetic strip and then returned to the Credit Card Administrator following receipt of the new one.

Non-Receipt of Cards

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

Security of the Card

The card provided to you is to be used by you only. It is in the name of NLCCG and it is your responsibility to ensure that it is retained in a secure location.

Lost/Stolen Cards

If you lose your card or it is stolen, advise Barclaycard immediately (they operate a 24 hour customer service) by telephone. 0870 104503 or advice is available on line at www.barclays.co.uk

This must also be reported to the Credit Card Administrator.

Please see the following link for the latest guidance, advice and frequently asked questions;

<https://www.barclaycard.co.uk/business/existing-customers/barclaycard-secure/security-advice-for-cardholders#tabbox1>

Job Change/Department Change

Upon notice of a job change and/or departmental change, advise your Credit Card Administrator as soon as possible. A decision will then be made on the need for your continued use of the card.

Termination of Employment

Upon giving/receiving notice of termination of employment, contact your Credit Card Administrator to arrange return of the card.

Cardholders Liability/Credit Status

Whilst the Credit Card is embossed with your name, the account holder, the liability is in the name of NLCCG. Consequently, there is no impact on your personal credit status.

8 LIMITS

An initial credit card limit has been set of £5,000. If you find this insufficient please contact your Purchasing Card Administrator to discuss a revision

9 ADVICE/SUPPORT (FOR THE CARDHOLDER)

Card Declined

If a transaction is declined, refer to your Credit Card Administrator.

Rejection of Goods / Goods Incorrect

If you reject the goods, ensure that you tell the supplier directly as it is they who will arrange a credit to your Credit Card account. The credit will appear on your monthly statement and therefore should be entered on your Credit Card Log to aid reconciliation. There is no need to await receipt of the Card statement before raising the problem with the supplier. If you cannot come to mutual agreement with the supplier, contact your Credit Card Administrator.

Billed but Goods Not Received

If you are billed for something which has not been received, contact the supplier to ensure that the goods have been despatched. It is a VISA regulation that the transaction is not processed until the goods are despatched. Inform your Credit Card Administrator that this regulation has been breached.

Missing Transaction

Any purchase made just prior to statement date will show up on the following month's cardholder statement. If any transactions do not turn up as anticipated, it is possible that the supplier has forgotten to enter the purchase into the VISA system. In these circumstances, contact your Credit Card Administrator before taking any action

10 STATEMENTS

The statements are available online, with Finance holding the log in details.

Upon receipt of a monthly statement, this is sent to Embed, who will then reconcile the spend to the statements.

The card holder should be informed immediately if any discrepancies are found.

Any items under dispute with the supplier should be clearly marked.

An adjustment journal is then placed on the finance ledger to marry the two figures.

11 SECURITY

- Never allow anyone remote access to your computer
- Never reveal your security details to anyone such as your PIN, full password or passcode, security or registration number
- Never reply to emails asking for personal or security information
- Never make payments where an unknown person has requested you to do so. A bank will never ask you to move funds from your account
- Monitor accounts for unusual activity and report anything suspicious immediately.
- If you get an email that's branded from any bank but doesn't contain your name, do not reply, open any attachment or click on any link.

12 Credit Card Acceptance – Employee Declaration

I,, hereby request a Credit Card. As a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

I have received and understand that I am being entrusted with a corporate credit card and will be making financial commitments on behalf of North Lincolnshire Clinical Commissioning Group (NLCCG).

I understand that the NLCCG is liable to the card provider for all charges made on the card.

I agree to use this card for appropriate NLCCG business purchases **only** and agree **not** to charge personal purchases. I understand that NLCCG will audit the use of this card and report and take appropriate action on any discrepancies.

I will follow the established procedures for the use of this card. Failure to do so may result in either revocation of my use privileges or other disciplinary actions, including termination of employment.

I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organisational change which causes my position to change, I agree to return my Card and arrange for a new one, if appropriate.

If the card is lost or stolen, I agree to notify Barclaycard immediately and the Card Administrator as soon as possible thereafter.

Employee;

Signature.....Date.....

Position.....

Manager;

Signature.....Date.....

Position.....

Director;

Signature.....Date.....

Position.....

13 Appendices

Appendix 1

APPENDIX 1			
Credit Card Expenditure Request			Voucher Number:
Goods Requested			Date.....
Supplier	Quantity	Description	Cost (£)
Total			
Financial Code	03KN - _____ - _____ - _____ - 000000 - 000000		
Signed	_____		
Name*	_____		
Position	_____		
* must be an authorised signatory and have delegated approval for this financial code. Anything greater than £50.00 must be approved by a Director of North Lincolnshire Clinical Commissioning Group			

**APPENDIX 2
Credit Card Log**

NHS North Lincolnshire CCG Credit Card Log

Amount Remaining	Payee	Amount	Date	Code	Cost Centre	Subjective	A1	A2	A3
	Opening Balance	£5,000.00							
£5,000.00									
£5,000.00									
£5,000.00									
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£5,000.00									
Claim		£5,000.00							

Checked

Date

Authorised

Date