

THE BARCLAYS PURCHASING CARD – CARDHOLDER MANUAL January 2018

Important: This document can only be considered valid when viewed on the CCG's website.

If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

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Date Issued:	January 2018
Date to be reviewed:	January 2020

Policy Title:	The Barclays Purchasing Card – Cardholder manual	
Supersedes: (Please List)	Any previous versions of The Barclays Purchasing Card – Cardholder manual	
Description of Amendment(s):	Reformatting to new policy template/ rewording as necessary / review of impact	
This policy will impact on:	All Staff	
Financial Implications:	No changes	
Policy Area:	Finance	
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1. Introduction

In line with NHS Guidelines, Hull 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 ongoing success of the system.

2. Scope

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 include Embed employees.

This policy is available on the CCG website

Guidance, support and training will be provided as and when required by the finance team.

3. Policy Purpose and Aims

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.

4. Impact Analysis

Equality

The CCG is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines, and

- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.

To ensure the above this policy has been Equality Impact Assessed (see appendix 3)

Bribery Act 2010

NHS Hull Clinical Commissioning Group has a responsibility to ensure that all staff are made aware of their duties and responsibilities arising from The Bribery Act 2010.

The Bribery Act 2010 makes it a criminal offence to bribe or be bribed by another person by offering or requesting a financial or other advantage as a reward or incentive to perform a relevant function or activity improperly performed. The penalties for any breaches of the Act are potentially severe. There is no upper limit on the level of fines that can be imposed and an individual convicted of an offence can face a prison sentence of up to 10 years.

For further information see <http://www.justice.gov.uk/guidance/docs/bribery-act-2010-quick-start-guide.pdf>.

If you require assistance in determining the implications of the Bribery Act please contact the Local Counter Fraud Specialist on telephone number 01482 866800 or email at nikki.cooper1@nhs.net.

Due consideration has been given to the Bribery Act 2010 in the development of this policy (or review, as appropriate) of this policy document and no specific risks were identified.

5. NHS Constitution

5.1 The CCG is committed to:

- The achievement of the principles, values, rights, pledges and responsibilities detailed in the NHS Constitution, and
- Ensuring they are taken account of in the production of its Policies Procedures and Guidelines.

5.2 This policy supports the NHS Constitution by committing to use NHS resources responsibly and fairly and providing best value for taxpayer's money.

6. 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 2) 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 (CFO) or in CFO absence, deputy CFO.

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

7. The Purchasing Card Process

The person using the credit card must complete the purchasing card daily log, located with the card (**Appendix 1**), which must be authorised by the budget holder/authorised signatory and be approved by CFO/Deputy CFO before the card is used.

The card user can conduct the Purchasing Card transaction via the most suitable means:

- Ordering the goods/service by telephone and quoting the card number. Telephone orders should be delivered to a site address and not to the card user's private address.
- Purchasing by mail order where an order form can be completed with details for purchasing card payment.
- Ordering by fax, providing the necessary card and delivery details.
- Personally visiting the supplier's premises and signing for the goods.
- Ordering electronically (by e-mail or via the supplier's web site).

Important: Where documentation is used for ordering, the card user should not leave paperwork around displaying the card number.

In all instances the card user **must** inform the supplier of:

- The full card number and date of expiry
- The full name of the cardholder (as shown on the card)
- An order reference number if applicable (used mainly by purchasing staff)
- The full delivery address
- The address the card is registered in (if different from delivery address)
- A clear description of the goods required
- The goods, invoice and Goods Received Note (GRN) need to be clearly marked prior to shipment:
- Visa Purchasing Card Paid
- Cardholder's name and location

It is the responsibility of the card user to ensure a receipt is obtained from the supplier. This receipt should be given to the CCG management accountant with any other paperwork relevant to the purchase. This will be reconciled with the monthly statements received from Barclay's.

The supplier may send a VAT invoice, as is the case under the current procedures. It is imperative that these invoices are received in order that the CCG has the evidence to enable the reclaim of VAT in the transaction. A number of suppliers are now classed as (Line Item Detail VAT Registered), this means they do not need to send an invoice as all details are input by the supplier through the electronic Visa process.

The supplier gets paid within 4 days of the transaction and the CCG receives monthly statements from Barclays, detailing the transactions, which enable Finance to record the transactions and allocate costs accordingly, without the need for invoices.

All purchasing must still be in accordance with the constitution and relevant policies and procedures of Hull CCG. If any queries, seek advice from the CCG finance team.



8. Card House Keeping

This section only applies to the Chief Finance Officer as the sole cardholder for NHS Hull Clinical Commissioning Group.

Amended Cards - Change of Name

If you need to amend your name on the card (e.g. because of marriage etc.), contact your Purchasing Card Administrator who has blank forms for this purpose. The obsolete card should be cut in half across the magnetic strip and then securely destroyed 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 Purchasing Card Administrator.

Security of the Card

The card provided to you is to be used by you only and should not be lent to anyone else. It is in the name of the CCG 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 Barclays immediately (they operate a 24 hour customer service) by telephone (03459 454545). Advice is also available on the website www.barclays.co.uk

Job Change/Department Change of Cardholder

Upon notice of a job change and/or departmental change, advise your Purchasing 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 of Cardholder

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

Cardholders Liability/Credit Status

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

9. Training

Before using the Purchasing Card, a member of the CCG finance team will explain the procedures to be adopted and answer any queries which you may have.

10. Limits

Monthly Credit Limit

The monthly credit limit is £10,000. If you find that this is insufficient for your needs, contact your Purchasing Card Administrator to discuss a revision.

11. Transactions

Raising Transactions/Placing Orders

A member of the CCG finance team will have covered all the steps which you must take each time that you place an order as per section 2.

Card Declined

If a transaction is declined, refer to your Purchasing Card Administrator. Some potential causes are exceeding monthly card limit, exceeding individual transaction limit or using a supplier within a trade category that is not allowed by the organisation.

Rejection of Goods/Goods Incorrect

If you reject the goods, ensure that you tell the supplier directly as it is he who will arrange a credit to your Purchasing Card account. The credit will appear on your monthly statement and therefore should be entered on your daily log to aid reconciliation. 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, contact your Purchasing Card Administrator.

Incorrect Amount Billed

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

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 Purchasing Card Administrator that this regulation has been breached.

Missing Transaction

Any purchase made just prior to statement date (approximately 1st of each month) 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 Purchasing Card Administrator before taking any action.

12. Statements

Processing the Statement

The card holder will receive the statement to their home address.

Cardholders should immediately on receipt for any discrepancies/abnormal entries on the statement, where amounts do not relate to the items supplied. If any are present, the cardholder should immediately phone the Purchasing Card Administrator for guidance, providing copies of all relevant paperwork.

If there are any items under dispute with the supplier, they should be clearly marked as such. They should also remain as an outstanding entry on the log.

Credit values appearing on the statement will be for settlement of previously disputed items.

The statement should be cross-referenced with the receipts and the log by the management accountant to ensure that everything is correct.


An adjustment journal will be input into the ledger to match the statement.

13. Monitoring and Review

Random audits may be conducted for card activity. Consequences from suspension of your card to termination of employment could be invoked for improper use of the system.

This policy will be reviewed annually and more frequent if required.

Period

Ref No	Order Date	Card User	Budget Holder / Authorised Signatory Approval	Supplier Name	Description of Goods Purchased	Total Amount Including VAT	Approved by Head Finance / CFO
E.g.	01.04.14	A Smith	J Bloggs	ABC Ltd	Room Hire for Council Members Meeting 14.05.14	£258.50	
1							
2							
3							
4							
5							
6							
7							
8							
9							

APPENDIX 2

Employee Agreement

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

- 1) I have received and understand that I am being entrusted with a corporate purchasing card and will be making financial commitments on behalf of Hull Clinical Commissioning Group.
- 2) I understand that the Trust is liable to the card provider for all charges made on the card,
- 3) I agree to use this card for appropriate Trust business purchases **only** and agree **not** to charge personal purchases. I understand that the Trust will audit the use of this card and report and take appropriate action on any discrepancies.
- 4) 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.
- 5) I have been given a copy of the Purchasing Card Manual and understand the requirements for the Card's use.
- 6) 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 cost centre to likewise change, I agree to return my Card and arrange for a new one, if appropriate.
- 7) If the card is lost or stolen, I agree to notify Barclay immediately and the Card Administrator as soon as possible thereafter.

.....
Employee's Signature & Date

.....
Department

.....
Manager's Signature & Date

.....
Card Administrator's Signature & Date

APPENDIX 3

HR / Corporate Policy Equality Impact Analysis:	
Policy / Project / Function:	The Barclays Purchasing Card – Cardholder Manual V3.0
Date of Analysis:	25 th October 2017
Completed by: (Name and Department)	Victoria Rimmington Finance Manager
What are the aims and intended effects of this policy, project or function?	This procedure is intended to inform employees and managers of the steps and controls in place to enable purchases to be made with a credit card for the CCG.
Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?	No significant changes made.
Please list any other policies that are related to or referred to as part of this analysis	None
Who will the policy, project or function affect?	All staff working for CCG
What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?	Previous version to IAGC Nov 2016
Promoting Inclusivity and Hull CCG's Equality Objectives.	This policy applies to all regardless of any protected characteristic.
How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation?	This policy is available on the internet and is available in different formats and languages if necessary
How does the policy promote our equality	

<p>objectives:</p> <ol style="list-style-type: none"> 1. Ensure patients and public have improved access to information and minimise communications barriers 2. To ensure and provide evidence that equality is consciously considered in all commissioning activities and ownership of this is part of everyone's day-to-day job 3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve 4. Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs 	
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Equality Data	
<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <p>1: Recruitment data, e.g. applications compared to the population profile,</p>	<p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and</p>

<p>application success rates 2: Complaints by groups who share / represent protected characteristics 4: Grievances or decisions upheld and dismissed by protected characteristic group 5: Insight gained through engagement</p>	<p>where it is possible to identify trends or issues, these should be recorded in the EIA.</p>
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Assessing Impact				
Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups? (Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)				
Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> ¹ exists (see footnote below – seek further advice in this case)
Gender	✓			This has been considered and has no impact. This policy applies equally to all regardless of gender
Age	✓			This has been considered and has no impact. This policy applies equally to all regardless of age
Race / ethnicity / nationality	✓			Potential Language barrier. Policies can be translated as necessary by using the “polices in


				different format" form available on the intranet
Disability	✓			Potential Visual Impairment barrier. Policy and forms can be changed into suitable format using "policies in different format" form available on the intranet.
Religion or Belief	✓			This has been considered and has no impact. This policy applies equally to all regardless of religion or belief
Sexual Orientation	✓			This has been considered and has no impact. This policy applies to all regardless of sexual orientation
Pregnancy and Maternity	✓			This has been considered and has no impact. This policy applies to all regardless of pregnancy and maternity.
Transgender / Gender reassignment	✓			This has been considered and has no impact. This policy applies to all regardless of transgender / gender reassignment

Marriage or civil partnership	✓			This has been considered and has no impact. This policy applies to all regardless of marriage or civil partnership
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Action Planning:

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
Potential language barrier where employees first language is not English.	Policies in different formats is available on the CCG internet	CCG Communication s Team	2014	2018
Potential disability barrier where employee has visual impairment	Policies in different formats is available on the CCG internet	CCG Communication s Team	2014	2018

Sign-off	
All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs	
I agree / disagree with this assessment / action plan	
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:	
Signed:	
Date:	19/12/17