



GOVERNMENT PROCUREMENT CARD (GPC) CONDITIONS OF USE

To: Financial Accounts
India Buildings

From: Commercial Team
India Buildings

1. Please arrange for [ENTER NAME] to be issued with a Government Procurement Card (GPC) to enable purchase transactions to be carried out for the following services on behalf of CRB:

- **Business Lunches**
- **Travel** (Hotels, Air travel, Vehicle Hire)

Please Note: The cardholder is only permitted to carry out purchasing transactions in the above circumstances and in accordance with the published procedures.

2. **Card Limit** – Please provide a card limit not exceeding £1000 for each purchasing transaction.

Important - Notes for Cardholder:

- **Card Security** – Your card must be kept secure at all times. Card details must never be shared with any unauthorised persons. Card details must never be written down on a separate piece of paper or otherwise recorded electronically without the appropriate level of encryption being available.
- **Card Limit** – Should the card limit need to be raised, please contact the Commercial Team in the first instance. You may be asked to provide a short business case to justify any increase in your card limit.
- **Transaction Log** – To ensure the audit trail and to enable matching of the monthly statement for reconciliation purposes, a Transaction Log must be updated each time a purchase transaction is carried out. Please contact Financial Accounts, who will be able to provide further information.
- **Card Statements** – On receipt of the monthly statement from the card provider, matching and reconciliation actions must be carried out to enable Financial Accounts to carry out their accounting processes.
- **Further Information** – Further information regarding the use of procurement cards in CRB can be accessed via the Horizon link.

Please note that failure to comply with the requirement to maintain a transaction log and to undertake timely matching and reconciliation against card statements may result in the card being withdrawn.

Cardholder Declaration:

I confirm receipt of a Government Procurement Card (GPC) to enable purchasing transactions to be carried out in accordance with the rules set out within this Conditions of Use.

I confirm that the GPC will not, under any circumstances, be used for any purposes outside the scope of this Conditions of Use.

I understand that failure to comply with the rules set out herein will be considered a breach of Home Office purchasing policy and may result in disciplinary action being taken against me.

Signature: Name: Date:

FINANCIAL ACCOUNTS – WHEN COMPLETED, PLEASE RETURN THIS FORM TO:

Commercial Team, India Buildings, Water Street, Liverpool, L2 ORR