

Card Holder – GPC - Guidance Manual

CONTENTS

Introduction

Who can have a Card?

Obtaining a Card

Card Security

Change in Card Holder Details

What Can Be Purchased With the Card?

Exceptions

Misuse of the Card

How to Use the Card

Value Added Tax

Monthly Statement Reconciliation

INTRODUCTION

1. The GPC is intended solely for the procurement of goods and services, excluding individual travel arrangements; on an ad-hoc basis e.g. one off supplies or services using suppliers who are not otherwise authorised for use under existing contractual arrangements and not listed on Adelphi as approved suppliers.
2. The GPC has a maximum individual transaction limit and a monthly spend limit. Both these limits are inclusive of VAT and carriage charges.
3. Card Holders must not breach the rules regarding the use of the GPC contained within this guide. Each Card Holder will be notified of the credit and single transaction limits applicable to the card issued to them. Adherence to these procedures will be reviewed by local management, the Procurement Centre of Excellence (PCOE) and the Audit & Assurance Unit.

OBTAINING A CARD

4. Cards may be applied for by any permanent member of staff as long as they have a genuine need to procure goods for their unit (which should be stated on the application form) and are authorised by an Approving Manager of their Directorate or Business Unit. However, they must have an Adelphi HR record and Adelphi log-in.
5. Applications for a GPC must be submitted in accordance with the procedure set out in the [Approving Manager's](#) and [Card Officer's](#) Procedures Manual.
6. Application forms may be initiated by the applicant or appointed Card Officer for the business unit and submitted electronically to the PCOE after endorsement by the applicant's Line Manager and authorisation by the Approving Manager.
7. Prior to the issue of the GPC the nominated Card Holder must undertake Adelphi [Online Simulation Training](#) and make themselves fully familiar with the Procurement Card Policy particularly, in the restrictions, use and security of the card.

CARD SECURITY

8. Before a GPC is issued to a Card Holder it is a mandatory requirement for the Card Holder to sign both the card and an Acknowledgement Form to confirm receipt and that the Card Holder understands and will adhere to the policy and procedures for the use of the GPC.
9. Although solely for the business unit benefit, the card is 'personal' to the Card Holder and neither the card nor the card number or security details are to be passed to any other person.
10. On receipt of the card, which will be in a sealed envelope, from the Card Provider the Card Officer will hand this over to the Card Holder who must check that the envelope is still sealed. If satisfied the Card Holder must extract the card, and record the last eight digits of the card number on the Acknowledgement Form, sign and return it to the Card Officer, who will then retain for the duration of the account being open. No other details of the card should be revealed.

11. Barclaycard will issue a Personal Identity Number (PIN), in the mail under sealed cover directly to the Card Holder. The PIN is to be kept secure at all times and no record of the PIN may be held with the card at any time nor must the PIN be revealed to any other person or supplier.
12. The PIN may be changed at any ATM to any number of the Card Holder's preference and it is recommended that Card Holders change their PIN periodically for maximum security.
13. If requested by a supplier to submit a fax copy of the card only the last eight digits of the card number should be revealed. The security code on the signature block must not be revealed. Ensure this is obliterated on any photocopy before faxing.

CHANGE IN CARD HOLDER DETAILS

14. If there are any subsequent changes in a Card Holder's details e.g. move of job, move to another business unit card group, address or change of name or cessation of employment or secondment, the Card Officer must be informed immediately and the Change Request form, [Click Here](#), should be completed and submitted to the PCOE.
15. When moving from one business unit to another there is no automatic right to take the GPC and fresh authority must be sought, following the card application and approvals process, from the receiving unit approving Manager. The Card Holder must inform PCOE and the Card Officer and the GPC will be suspended until authority is granted.
16. If relinquishing a GPC or leaving Home Office employment, it is essential that the card account is terminated, where possible, at least one month before the termination date. It is the Card Holder's responsibility to ensure that the card is destroyed by cutting through the 'chip' and either handed to the Card Officer in person, or the Card Holder's Approving Manager and written confirmation obtained from them with the date and time of the return of the card. A copy of the signed confirmation must be retained by the Card Holder. Cancellation of the card must then be arranged with the PCOE.
17. If any Card Holder is sent on long term detached duty or long term sick leave the card will be suspended and reinstated on the return of the Card Holder should entitlement to hold a GPC still remain.

UNDER NO CIRCUMSTANCES MAY A CARD HOLDER HAND OVER A LIVE CARD TO ANY OTHER PERSON OR ALLOW THE CARD TO BE USED BY ANY OTHER PERSON

WHAT CAN BE PURCHASED WITH THE GPC

18. Any goods or services, excluding those listed in the Exceptions below, may be purchased as long as it is within the single transaction and monthly credit limits of the Card Holder and the purchase does not breach the existing procurement rules. However orders should be channelled through Adelphi wherever possible. Additionally the following are permitted on GPC:
 - 18.1 Travel and hotel costs in relation to ministers travel on departmental business or if a T&E card is not available or an imprest could not be obtained due to last minute accommodation.

- 18.2 Travel and hotel costs in relation to official visitors or other non Home Office employees excluding secondees;
- 18.3 Car hire except where these are for individual members of staff;
- 18.4 Meals/restaurant costs for official entertainment;
- 18.5 Permitted reward and recognition schemes, [click here](#), however, tax reporting liabilities must be observed and spend reported to business unit finance managers.

EXCEPTIONS

- 19. The GPC MUST NOT be used for the following:
 - 19.1 Purchase of goods or services where the supplier is listed on Adelphi and there is an existing contract or framework agreement in place unless otherwise instructed by the Commercial Directorate;
 - 19.2 Personal or non-business use;
 - 19.3 Payment of professional subscriptions; refer to [HON 31/2007](#);
 - 19.4 To obtain cash or foreign currency either from an ATM or through a bureau de change;
 - 19.5 To pay for fuel, parking or the London Congestion Charge, in a private vehicle in connection with a journey on official business. Mileage allowance and reimbursement of other expenses as permitted in the Home Office [Travel and Subsistence Policy](#) should continue to be claimed through iExpenses as normal or the T&E card used where this is permitted – see [T&E Procedures](#) ;
 - 19.6 To pay for accommodation, subsistence or travel in relation to long term detached duty, or to pay for expenses in relation to a permanent transfer;
 - 19.7 To pay for any expenses which are regarded as taxable such as the purchase of evening dress for official business, or climatic clothing when travelling abroad;
 - 19.8 To make payments to individuals classed as self employed: Such as Consultants, Doctors, Lecturers, Facilitators, Interpreters and Translators who are responsible for completing and submitting their own tax returns;
 - 19.9 Any purchase where the supplier, such as self employed builders, is registered for construction industry tax. For guidance visit HMRC <http://www.hmrc.gov.uk/cis/pub-bods-orgs.htm>;
 - 19.10 Payments of rent for flats or houses for staff or for utilities bills for such buildings;
 - 19.11 Payments which are covered by lodging allowance;
 - 19.12 Payments for goods or services for which an official loan is available e.g. season tickets, bicycles;
 - 19.13 IT Equipment or software unless authorised in writing by HOIT;
 - 19.14 To purchase any commodity on E-Bay or any similar auction site.

MISUSE OF THE CARD

20. Any deliberate misuse the GPC will be treated as gross misconduct and subject to disciplinary procedures. Deliberate misuse may be regarded as breach of contract justifying (in the case of an employee) disciplinary and/or criminal proceedings.

HOW TO USE THE CARD

21. A more detailed guide to using GPC is available, however, purchases using the GPC can be made:
 - 21.1 By telephone;
 - 21.2 By post or fax;
 - 21.3 By attending suppliers premises in person;
 - 21.4 Via the internet but note, if making payment to suppliers using PayPal or WorldPay you must not set up an account with either of these but select "one-off" payment if prompted. Otherwise, it is not permitted to purchase goods or services using either of these mediums.
 - 21.5 All transactions undertaken throughout each month must be recorded on the Transaction Log, as the transactions are made. Use of the Transaction Log is mandatory and Approving Managers will confirm each month that this rule is followed.
23. Any failure to maintain a Transaction Log will result in a written warning being given and any failure in two consecutive months or, any two non-consecutive months in three, will result in the withdrawal of the card facility from staff members not complying.

VALUE ADDED TAX (VAT)

24. It is the Card Holder's responsibility to ensure that all relevant VAT documentation is received from suppliers.
25. For full details on VAT matters, [Click Here](#) .

MONTHLY STATEMENT RECONCILIATION

26. On the 29th of each month Barclaycard Business will close the card account and issue statements of the month's card activity to each individual Card Holder.
27. Card Holders must reconcile their statement via Adelphi against the Transaction Log for the month within 7 working days, forward, via Adelphi, the statement to their authorising line manager and pass all valid receipts/invoices and the signed Transaction Log.