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GOVERNMENT PROCUREMENT CARD (GPC)

Cardholders Manual

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1. Introduction



The procedures and instructions set out in this Guide are mandatory for all GPC (including Corporate) Cardholders, their Line Managers/Approvers and all staff involved in the accounting process. This guidance covers use by staff in the Department for Communities and Local Government (DCLG) centrally and it's associated Agencies and NDPB's who have cards within the centrally managed programme. Any area where the rules differ for those applied by the centre, they will be highlighted.

Deliberate or negligent misuse of the GPC may result in the suspension or withdrawal of your card.


Serious misuse could result in disciplinary or criminal action being taken against you.

The Staff Handbook provides further guidance in relation to the misuse of Departmental resources.

For all queries relating to the Department for Communities and Local Government Procurement Card (GPC), please email, telephone or fax the GPC Programme Administrator (**GPCA**) at:

D/06, Ashdown House
Sedlescombe Road North
St. Leonards-On-Sea
East Sussex, TN37 7GA

GPC Helpdesk Number [redacted]

 [redacted]

Fax No [redacted]

The GPC Programme Administrator's (GPCA) are: [redacted]

The GPC Programme Manager is: [redacted]



2. What is the Government Procurement Card (GPC)

The GPC is a Visa Purchasing Charge Card which works like a normal credit card. However, as it is a charge card we make full payment each month for all transactions..

Cardholders can use it to make purchases of goods/services up to certain financial limits per transactions and overall per month. It is a 'corporate' card and although embossed with your name, the account and the liability is in the name of DCLG. Its issue will have no financial impact on you and will not involve any checks on your personal financial status. Each card is issued for a period of 3 years and will be renewed automatically.

Additionally, the department has a small GPC Corporate card (silver/gold) programme which like the black GPC cards, are also charge cards. These do not have the single transaction or categories of spend constraints that the black cards have applied and the full monthly credit limit may therefore be used in one transaction, if required.

Procurement cards have been introduced as they have advantages when used to purchase low value or one off supplier purchases of goods and services, giving a saving for each transaction made. They also provide, through Barclaycard, detailed management information to help monitor and evaluate departmental purchasing activity.

Payments to suppliers are made quickly via their bank, once the goods or services have been despatched and payment claimed, and this helps the Department meet its prompt payment obligations.

3. How do you use it?

To place an order using the card -

- ⊕ Follow the appropriate procurement procedures and other relevant policy (available on the intranet) to ensure that the goods or services identified for purchase, provide best value for money.
- ⊕ Ensure you have the written delegated contractual authority and have received proper financial approval to place the order.
- ⊕ Ascertain whether the supplier will accept payment by Visa.
- ⊕ Ensure that the purchase price is within your GPC single transaction limit (including VAT and delivery charges) and that your monthly limit has not been, or will not be, exceeded as a result of this transaction.
- ⊕ Make a note of exactly what you intend to order. (Update this with what you did order and keep this as a check list against receipt of the goods)
- ⊕ Telephone the supplier and provide them with the card information they request. This will normally include:
 - Your name (as printed on card), who you represent, your card number and the expiry date on your card;



-
- They may also request the security code for the card (last 3 digits of the number on the reverse of the card). This is perfectly normal for telephone, internet and postal ordering of goods and it is acceptable that you disclose this number;
 - ***It must not include your PIN number which should never be disclosed to anyone. Nor should photocopies of the card ever be sent. If you believe your PIN, or card has been compromised you should inform Barclaycard immediately.***
 - ⊕ Provide the supplier with the quantity and description of the goods/service you require (including item codes where available);
 - ⊕ Give the supplier a unique reference number e.g. your initials, followed by the transaction date or other suitable transaction identifier.
 - ⊕ Clarify with the supplier the delivery date and address. Goods should normally be sent direct to the cardholder although they can be sent elsewhere providing you are able to establish when they arrive.
 - ⊕ Ensure any documentation that will carry your GPC number is sent only to you. Take special care where invoices will accompany goods and are being delivered to an address other than the cardholders.
 - ⊕ Ask supplier to confirm the net order value, the VAT due and the transaction total, including delivery charges or administration fees that may be applicable. You need to confirm they are sending an itemised delivery note and a VAT invoice.
 - ⊕ Send/fax/e-mail written confirmation of your order where placed by telephone
 - ⊕ Check all items ordered have arrived and are satisfactory, especially where they are not delivered direct to the cardholder. If a discrepancy is found, contact the supplier immediately to discuss.
 - ⊕ If a VAT invoice is required but not received, ensure this is followed up.



4. Purchasing via the Internet

All departmental networks allow purchases on the internet. If you choose to purchase through the internet, please ensure that the site displays the “secure site” sign before entering card details.. Following these simple guidelines can make all the difference.

- ⊕ You should never disclose your card or personal details via e-mail. Notifications sent electronically to the GPCA or Barclaycard for example, only require the last 8 digits of the card number to be given.

Also the following practical advice will protect you and your transactions over the internet.

- ⊕ Use a secure browser as this will scramble your personal data before sending it. These browsers show a broken key or padlock symbol at the bottom of the page, indicating the site is secure. A secure site can also have https:// instead of http:// at the beginning of the address.
- ⊕ Know who you are dealing with, by recording the retailer’s full contact details, not just the e-mail address. If in doubt, telephone before ordering.
- ⊕ Safeguard your order by keeping details of the exact terms and conditions, including the returns policy and any extras such as delivery costs. Keep a copy of the order form and ensure the goods are satisfactory on arrival.
- ⊕ Never disclose your card or personal details via e-mail only use secure areas of a site to enter details. If in doubt, order by telephone.

5. What can you purchase with a GPC

For official business purposes only, you may use your GPC to purchase any goods or services that do not have other specific routes to purchase and which are not excluded in the next section.

6. What should you not purchase with a GPC

You must **not** use your GPC for any of the following:

- ⊕ Obtaining cash (from ATM's, or anywhere else)
- ⊕ Purchasing of capital items
- ⊕ Purchase of automotive fuel
- ⊕ Purchase of alcohol
- ⊕ Goods or services that are:
 - usually purchased on your behalf by central purchasing areas
 - not appropriate to running costs (e.g. grants, etc.)



Special rules also apply to the following areas:

- ⊕ **Travel & subsistence expenditure**
 - It must not be used to pay for personal travel and subsistence costs. In most occasions the contract with Redfern Travel should be used.
 - If Redfern is not applicable, it can be used to pay the costs of others providing the normal rules are applied - hotels must meet laid down standards and be within the indicative ceilings, and class and modes of transport should be, as set down in departmental guidance.

- ⊕ **Hospitality, including office catering and refreshments for meetings**
 - Where you work in a building with a catering contract, GPC must not be used to source catering externally as this could leave the department subject to a claim for breach of contract.
 - Where the in-house contract is unable to supply your requirements or you work in a building that has no internal contract, the card may be used to source hospitality items from local external suppliers.

- ⊕ **IT equipment**
 - Cardholders in DCLG must not purchase any IT equipment or software via GPC.
 - Cardholders, who work within KITWE, may use the card to purchase IT equipment and software that has been properly procured and technically assured via the normal procedures in place. *Steria may refuse to connect equipment purchased without TA.*
 - For Cardholders in other areas, IT equipment may be purchased according to the local procedures in place.

- ⊕ **IT consumable items**
 - For Cardholders in central DCLG, IT consumables should not be purchased via GPC, unless no source can be found on Buynet. Only when Buynet is not available, should GPC be considered.
 - For Cardholders in other external bodies, the GPC card may be used to purchase IT consumables according to the local procedures in place. For those areas that have access to Buynet, this still forms the most cost effective route and should be used ahead of a GPC purchase.

If you are uncertain whether to use the GPC for your purchase, please discuss your requirements with the GPCA or RCU, as unsanctioned purchases of any of the above could incur the suspension of your card.



7. What responsibilities does a cardholder have?

Cardholders are responsible and accountable for ALL purchases made on the card.

As a cardholder, you **must**:

- ⊕ Prevent unauthorised use by keeping the card, expiry date, and PIN number secure at all times. Do not leave your card or statements on your desk, in an unlocked drawer or anywhere that someone else has access to it. Best practice indicates that it is normally safest kept in your wallet or purse, but ensure that it does not get confused with your own personal cards.
- ⊕ **Never give it to any other person, to hold or to use on your behalf**
- ⊕ Inform Barclaycard **immediately**, and subsequently the GPCA, if you suspect your card has been lost, stolen or misused or if you believe it has been compromised (e.g. number, expiry date or security code becomes known by a colleague).
- ⊕ Inform the GPCA if you change your name, office address (notify Barclaycard also), transfer to another job or branch, or expect to leave
- ⊕ Ensure that when your card is cancelled, it is returned to the GPCA.
- ⊕ Ensure that business purchases normally paid for by your GPC can be dealt with, if you are absent. **It is your responsibility to ensure that your card is not used by anyone while you are not present.**
- ⊕ Only use the GPC within your transaction limits and spending categories set for you. Purchases **must never** be broken down to make it fall below the individual transaction limit. If your purchase is greater than any of the limits set, you should contact the GPCA to discuss the need for a raised credit limit.
- ⊕ Check that purchases made by the GPC are received and satisfactory.
- ⊕ Follow up and resolve any discrepancies on your monthly statement and any incorrect or non receipt of goods/services, as soon as possible.
- ⊕ Only use the card for procurement of goods and services for departmental use.
- ⊕ Ensure that e-mail notifications from ACIP (Cogent Ebydos Cockpit software) are reviewed and dealt with promptly to ensure spend is allocated to the correct period
- ⊕ Ensure your line manager/approver understands what they need to do to check and approve the transactions you make with GPC via ACIP.
- ⊕ Ensure that the GPCA is notified promptly when your transaction approver changes.
- ⊕ Ensure all GPC documentation (statements, receipts, invoices etc.) is securely stored according to CLG financial record requirements. It should be passed to your line manager if you leave CLG.



8. What responsibilities does a cardholder's approver have?

As the Line Manager/Approver of a cardholder you must:

- ⊕ Ensure you have read and understood the guidance as it relates to cardholders and that they adhere to the guidance and instructions laid down.
- ⊕ Ensure that before they receive their new GPC card, new cardholders understand the guidance and receive suitable training in how the card should be used.
- ⊕ Ensure limits given, and any subsequent amendment, are within their delegated limits and that cardholders have written delegated authority if they require it.
- ⊕ Ensure limits are reviewed regularly to ensure continued relevance to the job role. If limits need to be raised or lowered, do it promptly
- ⊕ Ensure that the cardholders and you, process the statements and transactions promptly and by no later than the dates laid down in this guidance.
- ⊕ For cardholders on extended breaks – sick leave; maternity leave; detached duty– ensure their cards are suspended to safeguard against unauthorised use
- ⊕ Ensure that before cardholders leave DCLG, the cards are cancelled and that they return their cards. For cancelled cards, ensure that there are no regular payments being made against them, making alternative arrangements where it is found there are.
- ⊕ Ensure that you promptly review transactions presented to you from the ACIP in order to ensure transactions are posted to SAP in the correct accounting period. In particular, check they have the full document trail that led to the purchase.
- ⊕ Ensure that the documentation relating to the use of the card is being securely stored and that it cannot be easily accessed. This documentation must be available for audit and tax purposes for the period laid down by DCLG as appropriate and must pass to you for storage in the event a cardholder leaves the department. You must ensure that this documentation is securely destroyed when it has reached the appropriate date for destruction.
- ⊕ **Ensure IAS is immediately informed if there is any suspicion of a cardholder being involved with the loss, theft or fraudulent use of a card.**



9. Processing the monthly statement

Actions by the Cardholder

Each week Barclaycard, will send the department an electronic file of all GPC transactions completed by all cardholders in the previous week. This will be loaded into the ACIP Cogent Ebydos software and each cardholder who has completed a transaction will receive an e-mail notifying they have an action to take.

- ⊕ On receipt, you must log on and review the transactions presented to you. Any that are found to be erroneous must be notified to Barclaycard immediately. It is important that the ACIP e-mails are dealt with promptly as they allow early identification of fraudulent transactions.
- ⊕ Logging onto ACIP is via your standard SAP access details. Any problems in this area should be directed to the FSSD SAP Helpdesk 0303 – 444 - 2300.
- ⊕ Full details on how to use ACIP to post your transactions onto SAP is covered elsewhere on the intranet but the quick guides are embedded at the end of this document. All queries about its use should be directed to the FSSD SAP Helpdesk.
- ⊕ **All transactions must be approved. They should never be deleted or rejected.** Transactions that are erroneous, in dispute or fraudulent will be credited back by Barclaycard, following your notification to them. The credit issued will be offset against the previously approved posting.
- ⊕ Barclaycard sends a statement of purchases each month on the 5th. If it is not received by the 8th, contact Barclaycard's Helpdesk who can arrange for a duplicate statement to be issued.
- ⊕ Check the statement against the electronic transactions presented to you during the previous three weeks. Any discrepancies should be notified to the GPCA.
- ⊕ Ensure all transactions that appear on the monthly statements are reviewed and cleared via ACIP by the 12th of the month for which the statement is issued.

It is the cardholder's responsibility to ensure that the details on each monthly statement are correct and that any discrepancies are rectified promptly with the supplier and/or Barclaycard. Where a transaction has not been received electronically and it has appeared on a statement, you should contact the GPCA.



Actions by the Line Manager/Approver

- ⊕ Ensure your cardholders regularly review all transaction notifications from ACIP and deal with them promptly throughout the month.
- ⊕ Ensure transactions sent to you for approval are:
 - appropriate to the Department's business needs,
 - made in a way that best value was achieved and
 - auditable with the correct documentation supplied
- ⊕ Check each transaction where the GPC has been used, to ensure the goods or services ordered have been received, are of a satisfactory quality and proper to departmental needs. Ensure also that there is a delivery note and, if required, a VAT invoice.
- ⊕ Ensure that any discrepancies are followed up and resolved quickly by the cardholder.
- ⊕ Ensure that all transactions made during the month have been properly reviewed by the cardholder and approved by you by the 15th of each month.

Actions by FSSD

The FSSD ACIP team will be monitoring for non-adherence to process including such areas as the failure to take action on receipt of an ACIP e-mail notification and incorrect processing within ACIP. This will include: continued posting to incorrect SAP GL codes, cost centres of tax codes and deletion or rejection of transaction contrary to guidance.

Where the FSSD ACIP team has ongoing concerns about the way a cardholder is posting their transactions, they may seek to suspend the use of the card until some further guidance or training has been given.

Actions by the GPCA

Each month the GPCA will arrange for payment to be made to Barclaycard. This will be separate from the accounting action required of the cardholders, and will be based on copy statements issued by Barclaycard.

The GPCA will monitor individual transactions, and may call for copies of supporting documentation for transactions on an ad-hoc basis. Generally purchases that seem to go against Departmental procurement guidelines will be targeted. The intention of this check is to monitor for GPC misuse.



10. How do I get a GPC card?

As the reconciliation of GPC transaction expenditure on SAP has been automated it is a requirement that all potential new cardholders must already have a SAP account prior, to the application being made.

Each cardholder needs to complete a Barclay's application form and the supplementary CLG Management Authorisation form. These forms are available from the CLG Forms Cabinet. Both completed forms should be sent to the GPCA.

On the Barclaycard form:

- Sections 1 – 4, 7 and 8 **must not** be completed;
- Sections 5 and 6 are to be completed by the line manager/approver;
- Sections 9 – 10 must be completed by the GPCA
- Sections 11 – 19 must be completed and signed by the proposed cardholder.

Section 17 requires a full postal address beginning with a departmental acronym e.g. DCLG/CPD or GO–North West as this is where the monthly statements will be sent.

The forms to apply for a silver corporate card are similar. Please ensure you use the correct forms for the type of card you require – most applications will be for the black non-corporate cards. The picture of the relevant card is on the top right hand corner of the form. As the data required and the way they are processed by Barclaycard is different for each type, a delay will occur if you use the wrong form

Normally, it takes about 14 days in total from receipt of the application by the GPCA to receipt of the card by the new cardholder. All new (and subsequent) cards, will route via the GPCA, prior to reaching the cardholder. During this period, any training required should be given.

11. How do I cancel a GPC card?

Where a Cardholder or their line manager/approver wants to cancel a card, they should e-mail or write to the GPCA who will arrange for this to happen. Once confirmation has been received, the card should be returned to the GPCA.

In most circumstances 2 days notice should be given of the intention to have your card cancelled however in urgent situations it can all be completed by telephone. However, this removes an audit trail which can prove useful in any subsequent dispute. In all cases where the cardholder is leaving the department, the card should not be used in the 10 days prior to cancellation to ensure all ACIP queries are received and dealt with

Cardholders are responsible for ensuring that any regular monthly payments their card made is transferred to another method of payment or to another card.

In an emergency, for cards lost/stolen, you should telephone 08448 - 222140 day or night.



12.5 A dispute about goods or services bought with a GPC

If there is a problem with the quality or quantity of goods or services supplied, cardholders must discuss this first with the supplier. The supplier may provide replacement goods, or alternatively may refund your GPC account. Where the supplier agrees to issue a refund, you should ensure that it appears on your next statement.

It is a Visa regulation that transactions should not be processed until goods are sent. If items appear on the statement before they are received, you should contact the supplier to ensure the goods have been sent. Where they have not, a credit note should be issued until they are. Special care should be taken when the goods are to be supplied in part-orders – the supplier should only claim payment for that part of the order, which has been dispatched.

If agreement cannot be reached with the supplier, you should discuss the issue with the Barclaycard Customer Service Helpdesk. If you are still unhappy with the outcome, full details of the dispute should be sent to the GPCA on the appropriate form (Forms Cabinet).

12.6 Goods I have received that I have not been charged for

Any purchases made just prior to the monthly statement date may not show up on the next statement. Where they do not appear on the following month's statement or electronically in the interim, these missing transactions should be discussed with Barclaycard Customer Services Desk, who will investigate on your behalf.

12.7 The need for more management information on my cardholders

The GPCA has access to a limited range of MI and can discuss with Barclaycard the possibility of extracting additional information. All requests should therefore be made initially to the GPCA.

12.8 An amendment to my credit limit or what merchant groups the card can buy from

Credit limits and merchant groups that the card can purchase from, are set by the original application form. As appreciation of the cards flexibility grows, so often does its use and, it may be prudent to consider increasing those initial limits. If you require your single transaction and/or your overall monthly limit increased, or what the card can purchase amended, you should arrange for your line manager/approver or other financially responsible person to e-mail or write with the request to the GPCA. The GPCA will arrange the new limits with Barclaycard, on a temporary basis..



12.9 A transaction being declined

Historically, transactions are rarely declined by a supplier. Where they have been, it is normally because the cardholder is attempting to purchase something that:

- Exceeds their single transaction limit (for most cards this is normally £500)
- Exceeds their overall monthly limit (for most cards this is normally £5,000)
- Falls outside of the merchant categories set up on the card
(cards are normally blocked for making purchases from merchants classed as selling automotive fuel or those deemed to be restaurants/bars)

If none of the above applies, you should contact Barclaycard who can confirm why the transaction was declined. The resolution will normally be detailed elsewhere in this section but otherwise can be discussed with the GPCA.

12.10 A request for a card security code

From 1 April 2001 Visa and other high street banks introduced a new fraud prevention measure. This is based on the use of a Card Security Code and Cardholder Address Verification, which merchants can opt to use to reduce the risk of fraud.

When making purchases via the telephone or over the Internet, merchants may ask for your Card Security Code. The Code is the last three digits of the number on your card's signature strip. Where they ask for Cardholder Address Verification, this is the full cardholder statement address including postcode.

From time to time there will be routine checks on cardholder purchases by Company Barclaycard at point of sale.

12.11 A request for a fax copy of the card

Some suppliers (mostly for hotel bookings) are requesting a copy of the card to be faxed to them to prove the card is in your possession. This is extremely bad practice as the card details are compromised while the fax is in existence.

Advice from Visa is that. *"There is no requirement under Visa card scheme rules from either an issuing or an acquiring perspective to provide any supplier with a photocopy of a card. From a security perspective it is certainly not recommended, just as emailing or faxing card details is not recommended."*

Therefore we should not be faxing copies of the card. Where this advice gives a significant problem, please contact the GPCA to discuss.



13. Forms

The following forms can be found at the intranet address below:

1. **Application for a new GPC card**
2. **Line Managers Authorisation for a new GPC card**
3. **Notification of Card Loss – Stolen or Lost – New card required**
4. **Fraud Disclaimer**
5. **Dispute about goods/services**

<https://intranet.communities.gov.uk/forms-cabinet/procurement-forms/gpc>

14. System Quick Guides – SAP ACIP

The following system guides can be found at the intranet address below:

1. **GPC Cardholder Web Cycle (ACIP) Quick Guide**
2. **GPC Approver Web Cycle (ACIP) Quick Guide**
3. **GPC Web Cycle Multi Tax Transactions Quick Guide**

<https://intranet.communities.gov.uk/working-practices/procurement/procurement-manual/government-procurement-card/>



15. Terms of Use

These “Terms of Use” are proper to all holders of the Government Procurement Card within Communities and Local Government (or its Agencies). You are a nominated Cardholder and the “Terms of Use” as set out below will apply to your use of the Card.

You should sign the back of the Card as soon as you receive it. By signing the card you accept these “Terms of Use”. If you do not agree to the “Terms of Use” you should return the Card to the Government Procurement Card Administrator (GPCA).

1. Use of the Government Procurement Card

- 1.1. The Card is issued to you for the purposes of assisting you in the purchase of goods and services which are necessary to be procured in the course of your duties as an officer of Communities and Local Government (or its Agencies). You must follow the established procedures in the use of the Card and use the Card only for purchases which are:
 - a. for the purposes of purchases made on behalf of the Department, and
 - b. that have been duly authorised or are within your authority to make.
- 1.2. The Card cannot be used for any other purpose. Any use of the Card for your private purposes is unauthorised and could result in disciplinary or even criminal proceedings.
- 1.3. You must use the Card only within the expenditure and usage limits set.
- 1.4. You must not use the Card in a manner that is prohibited by law.
- 1.5. You must not use or attempt to use the Card before the commencement date or after the expiry date printed on the face of the Card.
- 1.6. In using the Card, you must comply with such verification and security procedures as are, from time to time, notified to you by the GPCA or Barclaycard.
- 1.7. The Card may not in any circumstances be used to guarantee payment of any cheque to a third party or as evidence of identification to support the encashment of a cheque or to obtain cash.
- 1.8. You may be held responsible for, and be required to pay for, any transaction made using the Card that is in breach of or arises out of a breach of these Terms of Use.
- 1.9. Use of the Card as a form of payment does not affect the applicability of relevant procurement legislation.



2. Care of the Card and Security

- 2.1. You will be responsible for taking proper care of the Card and will not allow any other person possession of the Card or to use the Card or to use the information on the Card for the purpose of purchasing goods or services.
- 2.2. You must notify BarclayCard and the GPCA, if you become aware, or suspect that the Card has been lost, stolen or damaged, or the information on the Card is being used by someone else.
- 2.3. You will keep all receipts or vouchers and information issued to you on making a transaction using the Card, for the appropriate Departmental period.

3. Property

- 3.1. The Card is the property of Barclaycard. Your right to use the Card may be cancelled, suspended or restricted at any time. You will give the Card back to the GPCA immediately on request.

4. Miscellaneous

- 4.1. The Terms of Use and all matters arising out of the issue or use of the Card are subject to the Laws of England.
- 4.2. These Terms of Use may be amended at any time by agreement between Communities and Local Government and Barclaycard.



16. Special Rules for Corporate Card Holders

Most Corporate cards are held by staff within the Ministerial Group and are used to support the Department's Ministers. As such, some additional flexibility has been agreed to how the cards may be used.

16.1 Travel and Subsistence

Corporate cards should not normally be used to pay for personal travel and subsistence costs. However in exceptional circumstances where last minute travel arrangements are required that cannot be accommodated by normal methods, GPC may be used as a method of purchase for UK based travel and subsistence purposes.

Where this occurs, an e-mail needs to be sent to [redacted] as soon as you are able, explaining why GPC has been used.

For foreign travel it has been accepted that GPC does provide the flexibility that is required in these situations and so may be used to pay for hotel and travel costs although where possible this accommodation should be booked by the normal methods prior to travel.

In all situations where cardholders use GPC's to pay for personal travel costs, it is important to ensure that strict adherence to the normal departmental rules are followed closely - specifically in relation to the quality/cost of hotel accommodation, cost of meals and class of air or rail travel. Where the normal standards are exceeded, it is possible that HMRC could deem that you were receiving a 'benefit in kind' that could incur an additional tax liability which would require to be paid by you.

16.2 Hospitality Purchases

We are contracted to purchase all our hospitality requirements via the MITIE contract for Eland House in London and GPC should therefore not be used to bypass this requirement.

However, where MITIE are unable to supply your requirements, it is acceptable to use your GPC to source your requirements externally.

In those circumstances, an e-mail explanation of why this course of action was followed, should be sent to [redacted] who can use this information to deal with any query from MITIE should it occur.



16.3 Stationery

In all situations the purchase of stationery should be made via the eRequisition system with Banner Business Supplies as it is the most cost effective method of purchasing and is always cheaper than sourcing items via any local supplier. Most orders placed are delivered the following day

It should only be on very rare occasions that a requirement in support of Ministers is so urgent that it cannot be met by this method. On those occasions use of GPC is acceptable. However, each is likely to be challenged by the GPCA and a reason why it could not be sourced via the normal route will be required.

16.4 Cash

A small number of Corporate GPC cards are able to remove cash from ATM's – some in support of Ministerial visits and some in support of the departmental disaster recovery planning as a contingency.

Cash received via GPC is an expensive option as interest is charged as soon as it is drawn and so should only be utilised when no other option is available – such as a cash advance via the SAP T&S Portal. Where cash is drawn from a foreign ATM, the currency will be converted to its sterling equivalent at a rate that may be poor.

However where it is deemed necessary and the cash has been drawn, it must be treated in the same way as petty cash. Receipts for every item of expenditure incurred must be kept and the sums detailed and maintained with your GPC statement.

Where cash is drawn by cardholders within the Ministerial Group, a summary of how the cash was used, with the receipts and any surplus should be presented to [redacted] for the purposes of management checking. How any surplus should be dealt with will need to be discussed with the Head of Finance.

16.5 Forms

1. **Application for a Corporate GPC card.....**
2. **Line Managers Authorisation for a new GPC card**

All can be found at:

<https://intranet.communities.gov.uk/forms-cabinet/procurement-forms/gpc>

All other forms and guides in the standard section for loss of cards, fraudulent transactions, and use of ACIP etc. are equally relevant for Corporate cardholders and so have not been repeated here.