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## Government procurement card guidance manual

1) The GPC is intended solely for the procurement of goods and services, excluding individual travel arrangements; on a low value, ad-hoc basis (e.g. one off purchase of supplies or services using suppliers who are not otherwise authorised for use under existing contractual arrangements and are not listed on Adelphi as approved suppliers and must fall within the active merchant categories against GPC cards).

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 and 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 login.

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 Barclaycard team after endorsement by the applicant's line manager and authorisation

## Related Links

### Downloads

Cardholder transaction log  
Change request management process (government procurement and travel and expenses card)  
Government procurement card acknowledgement form  
Government procurement card application form  
Government procurement card officer nomination form  
Government procurement change request form  
HON 031/2007 - Payment of subscriptions to professional bodies  
Oyster cards - procedure for purchase  
Procurement cards contacts in the Home Office

### Work tools and guides

13.02 Value added tax (VAT)  
Approving and line managers guidance for purchasing cards  
Travel and expenses card guidance manual  
Travel manual

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. If an incorrect PIN has been entered three times the GPC will be blocked, card holders must then activate the card with the new PIN at an ATM. If a new card and PIN is received or a new PIN has been requested but the card has not been blocked then activation of the card at an ATM will not be required.

13) You will also need to use an ATM to reset you pin in the event that you lock your card by entering the PIN incorrectly 3 times in a row.

### Change in card holder details

14) If there are any subsequent changes in a card holder's details eg, 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 should be completed and emailed to the Barclaycard team. The team will confirm when the request has been processed.

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

## HR and learning

Recognition and reward

## External Links

Email Barclaycard team  
HM Revenue and Customs

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 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 Barclaycard team.

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 card?**

18) Items that are low value, adhoc (e.g. one off purchase of supplies or services using suppliers who are not otherwise authorised for use under existing contractual arrangements and not listed on Adelphi as approved suppliers and that fall within the active merchant categories against GPC cards) may be purchased, as long as it is within the single transaction and monthly credit limits of the Card Holder, excluding those listed in the Exceptions below, and the purchase does not breach the existing procurement rules. 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 Taxi or limousine costs except where these are for individual members of staff
- 18.4 Meals/restaurant costs for official entertainment

### **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. Only under exceptional circumstances

where you are a nominated cardholder withdrawing funds for a specific business need. When withdrawing cash you must adhere to the petty cash guidance/ procedures from AFU. Refer to; AFU Guidance. After topping up the petty cash the cardholder must obtain a receipt from the cashier for reconciliation evidence.

- 19.5 To pay for travel and accommodation costs
- 19.6 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
- 19.7 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
- 19.8 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
- 19.9 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
- 19.10 Any purchase where the supplier, such as self employed builders, is registered for construction industry tax. For guidance visit the HMRC website
- 19.11 Payments of rent for flats or houses for staff or for utilities bills for such buildings
- 19.12 Payments which are covered by lodging allowance
- 19.13 Payments for goods or services for which an official loan is available eg, season tickets, bicycles
- 19.14 IT equipment or software unless authorised in writing by HOIT
- 19.15 To purchase any commodity on e-Bay or any similar auction site
- 19.16 To pay for recurring subscriptions or payments. These orders should be channelled through Adelphi.
- 19.17 The collection of personal credits or benefits through card use (such as Nectar Points, Clubcard Points, stamps or discounts).

### Misuse of 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.

Examples, not an exhaustive list, of misuse are: \* 20.1 Using any card for personal expenditure whether declared or not \* 20.2 Incurring spend without prior authority \* 20.3 Breaching policy compliance in any way \* 20.4 Failing or declining to maintain a transaction log \* 20.5 Failing to carry out statement reconciliation at all or in the prescribed timescale \* 20.6 Failure to retain or provide receipts for spend incurred \* 20.7 Splitting orders to circumvent financial limits \* 20.8 Using the card for personal gain and/or benefit, such as, the collection of Nectar Points, Clubcard Points,

Stamps or Discounts

## 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 use the link on the right under Related Links.

## Monthly statement reconciliation

26) On the 29 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 seven working days, forward, via Adelphi, the statement to their authorising line manager and pass all valid receipts/invoices and the signed transaction log.

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