	<b>TITLE:</b> <b>Procurement Cards</b> <b>TPP119</b>	<b>OWNER:</b> <b>Purchasing Manager</b>	<b>LAST MODIFIED:</b> <b>21<sup>st</sup> November 2007</b>	<b>PAGE:</b> <b>1 of 4</b>
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## **1 METHOD**

### **1.1 Issue of Procurement Cards**


- 1.1.1 Procurement Cards are similar to personal credit/debit cards and may be issued to Translink personnel whose role requires them to make low value purchases but they do not have access to a PC.
- 1.1.2 Personnel requiring Procurement Cards will be identified by their Line Manager and approved by the Divisional Head. The issue of a card by the Purchasing Department will only be done on receipt of an email from all the above people.
- 1.1.3 Upon issue of a card, personnel will be briefed on and provided with a copy of this procedure, together with a copy of the card issuer's terms and conditions. The cardholder will sign the Register of Procurement Cardholders as confirmation of receiving the card and briefing.

### **1.2 When Procurement Cards may be used**

- 1.2.1 The procurement card can be used to pay for goods:
- ordered by telephone
  - in person at the point of sale
- 1.2.2 Purchases must only be for goods or services of a type and value for which the individual has delegated authority, in accordance with procedure TPP112 Delegated Procurement Authority.
- 1.2.3 Translink expect that such purchases will be limited to the purchase of low value emergency supplies for use on site.

### **1.3 When Procurement Card may NOT be used**

- 1.3.1 Procurement Cards must not be used to pay for goods and services that require special terms and conditions e.g. where the requirement is to deliver a service or meet/perform to a specification. In this instance the normal purchasing procedures must be followed, in accordance with TPP102 Purchasing.
- 1.3.2 Petrol is not to be charged to the Procurement Card except on occasions where a hire car is being used. Where the claimant is using their own car for business use, petrol or mileage (as appropriate) should be submitted as an expenses claim.

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1.3.3 Procurement Cards are not to be used for personal expenditure of any type.

#### **1.4 Credit Limits**

1.4.1 Purchasing Card Credit limits are set by the Director of Finance and are personal to the Cardholder. The default limits are £250 per single transaction and £5,000 overall.

1.4.2 Cardholders must not exceed their transaction or credit limits. Only the Purchasing Manager can authorise an increase in limits.

#### **1.5 Purchasing Goods using the Procurement Card**

1.5.1 When a purchasing requirement has been identified the cardholder should ensure that the total value of the goods, inclusive of carriage and VAT is within their transaction limit.

1.5.2 If the item is outside the transaction limit, then the normal purchasing procedures must be followed, in accordance with TPP102 Purchasing.

1.5.3 On receipt of the goods, the cardholder must reconcile the delivery notes/receipts against the order details and update the Transaction Log, retaining the delivery notes/receipts for reconciliation to the card statement.


#### **1.6 Reconciliation of the Card Statement**

1.6.1 On receipt of the card statement, the cardholder must check the details against the Transaction Log and delivery notes/receipts/invoices.

1.6.2 Any queries on the statement must be resolved by the cardholder. The cardholder must ensure that each transaction on the statement has an accurate cost code against it.

1.6.3 The cardholder must sign the completed Transaction Log and forward it with all supporting documentation to their line manager for authorisation at the end of each month.

1.6.4 Following authorisation by the line manager, the statement will only be forwarded, when complete with all cost codes, to the Accounts Department for payment.

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## 1.7 Responsibilities

1.7.1 It is the responsibility of the cardholder to ensure that:

- The card is kept in a safe place at all times
- The card is only used by yourself and not others in your department/unit
- All paperwork is completed correctly and on time
- Orders are only issued in accordance with Translink's procurement policy and Delegated Authority limits.
- Should you leave Translink, or move to a role where the use of a procurement card is not necessary, the procurement card is cut in half and returned to your line manager.
- All expenditure during your notice period is authorised by your line manager and any monthly/annual subscriptions charged against your card are cancelled.

1.7.2 It is the responsibility of the Budget Holder/Line Manager to ensure that:

- All paperwork is checked and verified.
- The cardholder is made aware of budget positions / restrictions.
- If the cardholder leaves Translink, or moves to a role where the use of a procurement card is not necessary, the card is cut in half by the cardholder and returned to the Line Manager and the Purchasing Department notified immediately.
- All expenditure on the procurement card during the cardholder's notice period is authorised.

## 1.8 Loss/Theft of the Card


1.8.1 In the event of loss or theft of the procurement card, the cardholder must immediately notify the card issuer (in accordance with their terms & conditions that will be supplied with the card).

1.8.2 A replacement card will be arranged as soon as possible.

## 1.9 Misuse of the Card

1.9.1 Procurement Cards must only be used to procure goods on behalf of Translink.

1.9.2 All card statements will be checked for misappropriation of Translink funds which if found will be treated as Gross Misconduct and will be handled in accordance with Translink's disciplinary and grievance procedures.

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1.9.3 The Purchasing department will perform regular checks on cardholders and may ask to see sample statements, Transaction logs, and receipts to ensure conformance to this policy. Such requests must be complied with within 5 working days.

## **2 RELATED DOCUMENTS**

<b>2.1</b>	<b>Procedure(s) No(s)</b>	TPP102	Purchasing
		TPP112	Delegated Procurement Authority
		TPP115	Document Control