



## **Purchase Card Terms and Conditions**

### **1. Receipt of the Purchase Card**

Before receiving your card, you must have attended the mandatory Purchase Card and SDOL (Smart Data Online System) training. Once attended, your card will be issued and on receipt it is imperative that you immediately sign the card bearing your name.

### **2. Use of Purchase Cards**

The Purchase Card may only be used by the designated named Cardholder in accordance with the procedures set out in the Purchase Card User Manual.

Cards must only be used for payments relating directly to Cumberland Council business and must **NEVER** be used for personal payments.

The Cardholder may only use the Purchase Card for business purposes that meet the following circumstances:

- An emergency/ reactive situation
- When a supplier will not accept a Purchase Order
- When there is no alternative option than to Pay by Card

**Any misuse of a Purchase Card will result in the withdrawal of the card and may be deemed as a disciplinary offence for staff involved.**

Cardholders will be required to repay any loss or costs incurred by the Council which the Assistant Director of Finance (or nominated officer) determines to have arisen from the use of the Card by you or with your consent other than for official business.

A copy of the Purchase Card User Manual has been issued to all designated Cardholders. A copy is also available on [My Finance - Managing Finance : Cumbria County Council \(intouch.ccc\)](http://intouch.ccc) Failure to follow the procedures for use of the card, as set out in the Manual, will result in withdrawal of your card.

### **3. Security**

The Payment Card must only be used by the designated Cardholder.

When not in use, it is the Cardholder's responsibility to ensure that the Payment Card is always retained securely.

The PIN should be committed to memory and the letter it's received on should be destroyed confidentially.



#### **4. Lost / Stolen Cards**

If the Payment Card is lost or stolen it must immediately be reported as missing to NATWEST's Lost and Stolen Cards - telephone number: 0370 600 0459. Your manager must also be informed, and the Council's Purchase Card Coordinator on 01228 221077.

#### **5. Cardholder changes**

The Cardholder must return the Purchase Card immediately if:

- Their employment is terminated
- They retire or
- They are no longer required to act as a cardholder (e.g. due to organisational change).

In these circumstances the Purchase Card must be cut in half through the magnetic strip and also through the part of the card containing the Chip, and return it to the Council Payment Card Coordinator at:

Purchase Card Coordinator  
Parkhouse Building  
Baron Way  
Kingmoor Business Park  
Carlisle  
CA6 4SJ

The card must not be used after the time you cease to be authorised as a cardholder by the Council.

If you change job roles, before transferring internally, the cardholder must contact the Council Payment Card Coordinator on 01228 221077. With the new Line Manager, a decision must be made to establish whether the Purchase Card is a requirement of the new role. If it is, the change of Department section of Purchase Card Amendment form must be completed and emailed to [Purchasetopay@cumberland.gov.uk](mailto:Purchasetopay@cumberland.gov.uk)

#### **6. Card Holders Liability / Credit Status**

Whilst the Purchase Card is printed with the cardholder's name, the account and therefore the liability, is in the name of the Council. There is no impact on the Cardholder's personal credit status, using the Payment Card.

#### **7. Spend Limits**

Both monthly and individual transaction limits will be set by the Council's Account Authorisers – Budget Holder. The limits will be notified on an individual basis upon issue of the cards.

The Payment Card cannot be used for purchases exceeding the set limits. Attempts to do this will be met with a decline when authorisation is sought for the transaction. This limit is inclusive of any VAT charge.

#### **8. Transactions**

The Payment Card can be used at any valid supplier if it accepts MasterCard. The Purchase Card Manual sets out certain types of expenditure that cannot be made on the payment card. Please ensure that only appropriate expenditure is made using the payment card.



All goods ordered must be delivered to Council premises.  
It is not possible to withdraw cash.

### **9. Administration**

All expenditure must be authorised in accordance with the Council's internal purchasing authorisation/procurement contract process by an authorised person.

Each Cardholder transaction must be recorded/reviewed on SDOL (Smart Data Online System) and all purchases coded completing VAT categories and values

VAT receipts or invoices, where applicable, must be collected and retained for a period of six years plus the current financial year to comply with Customs and Excise legislation.

Receipts or invoices must be obtained for all purchases with out exception. They must be saved on both SDOL and stored securely within the department.

### **10. Monthly Reconciliation**

The Cardholder must review each and code transactions ranging from 4<sup>th</sup> of the month to the 3<sup>rd</sup> of the following month (eg. 04/01/2024 to 03/02/2024) using the Smart Data Online System by the **10th of each month**. The Approver will ensure that all transactions for the reporting period 4<sup>th</sup> of the month to 3<sup>rd</sup> of the following month have been approved on the SDOL system by the **20th of each month**.

Failure to reconcile transactions on a timely basis may result in the withdrawal of the Purchase Card facility.

### **11. Audit**

Random audits will be conducted for both Purchase Card activity and retention of receipts and invoices. It is therefore important that documentation is visibly checked and filed promptly.

Improper use of the Purchase Card is not acceptable and may result in disciplinary action.

### **13. Monitoring and review**

The effectiveness of this policy will be reviewed by the Council Account Authorisers and updated when required.

### **Acceptance of Terms and Conditions of Use for Purchase Cards**

- I have read and understood the Terms and Conditions of Use stated above and agree to abide by them.
- I have completed a training session and understand the role and responsibilities I am accepting as a designated Cardholder.
- I agree to comply with all the requirements for Cardholders set out in the Payment Card Manual and related policies and procedures.



**Signature of Designated Cardholder** .....

**Name of Designated Cardholder** .....

**Name of Department** .....

**Budget Holders Name** .....

**Date**.....