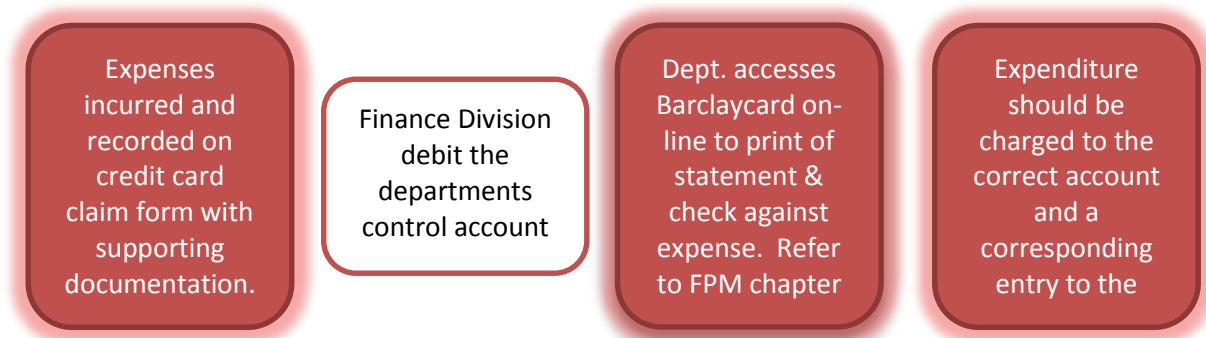




Month End: Department Credit Card

University credit cards are only available to employees whose contract of employment is issued by the University. To obtain a credit card, refer to the Financial Procedures Manual, Chapter 5.

The steps:



Step 1: Collating the documentation

Each month the cardholder should complete a credit card expense form detailing the transaction and its purpose. Forms can be found on the Finance Division website <http://www.finance.admin.cam.ac.uk/staff-and-departmental-services/forms>

The form must have all supported receipts and invoices attached to it; a credit card slip is not a supporting document. The form must then be attached to a copy of the credit card statement.

Expenditure without supporting documentation maybe considered by the Inland Revenue as a taxable benefit and therefore details should be submitted to the payroll section at the end of May for the previous tax year.

Step 2: Finance Division process the debit entry

An announcement will be made in the bulletin advising departments that the expenditure total has been posted to their control account. For detailed information on the accounting entry, refer to the FPM Chapter 5, section 5.8

Step 3: Printing of a credit card statement

Access to Barclaycard is via on-line departmental access
<https://accservices.barclaycardbusiness.co.uk/centre/?barclaycard> .

The administrator will require a username, password and a six digit passcode to access their department's information. The username and passwords will be issued via AP, then call AP to obtain their passcode. Each individual will be issued with a Barclaycard Commercial Online Access Guide and a Statement Quick Guide.

When signing in you will be required to input your User Name, password as well as two digits from the passcode.

Step 4: Charging the expenditure to the correct account

Following authorization by Departmental Head/Administrator, expenditure should be charged to the correct expense account and a corresponding entry to the control account by means of a journal to clear the entry made by the Finance Division.

Debit Department's expense account/s:

U.DEPT CODE.COST CENTRE.SOURCE OF FUNDS.TRANS CODE

Credit Department's control account

U.XX.XXAA.AAAA.FJAA (XX being the department code)

Authorised expense claim, accompanying receipts should be attached to a copy of the general ledger journal and kept for 6 years.

Refer to detailed document on entering a credit card journal