

UNIVERSITY CREDIT CARD TERMS & CONDITIONS

PURPOSE OF CREDIT CARD

The University issues credit cards to its employees where it is deemed the only effective method of payment in performance of duties.

Heads of Department are responsible for ensuring that the cards are used for the purpose intended. However, it is the cardholder's obligation to abide by the terms and conditions set.

Where departments have stronger controls than these procedures, they may be adopted. In general, these procedures should be used and are therefore recommended as good practice.

USING YOUR CREDIT CARD

- Credit cards must be used exclusively for expenditure directly relating to University business. This may include travel and restricted entertaining as necessary.
- Adherence to the University's current rates for travel and subsistence is required. When undertaking foreign travel if it is anticipated that these rates will be exceeded, a written agreement must be reached with the Head of Department to decide an acceptable level of reimbursement. Evidence of such an agreement must be retained and attached to the credit card expense form.
- If the credit card is used for entertaining University clients, then a record of the meeting, explaining its purpose and all attendees is required.
- Cash withdrawals are **NOT** allowed using the credit card.
- Foreign currency cash withdrawals are **ONLY** available by prior arrangement with the University Cashier.
- Purchase of goods is **NOT** allowed unless Finance Division gives prior written approval, as the UFS Purchase Order System is the appropriate system to use. If purchases are made, the cardholder must ensure that the University's Procurement Procedures is followed. Evidence of compliance should be submitted with the credit card expense form.
- The University's credit cards should **NOT** be used for internal business transactions within the University i.e. between departments (this includes the University Centre). In these circumstances, Internal Trading procedures via the UFS must be used.
- Barclaycards must **NOT** be used for private expenditure under any circumstances.
- Misuse of the card may result in the credit card being withdrawn.

DOCUMENTATION – MONTHLY CREDIT CARD EXPENSE FORMS

A credit card expense form found at

www.finance.admin.cam.ac.uk/sites/www.finance.admin.cam.ac.uk/files/media_root/policies_and_procedures/appendix_1.pdf should be completed each month detailing each transaction and its purpose, supported by receipts/invoices.

The Inland Revenue may consider un-receipted transactions to be taxable benefits. Any element of personal expenditure **MUST** be repaid to the University in full when the credit card expense form is submitted to Accounts.

NB: A credit card slip is **NOT** supporting documentation, as it does not always detail the specific goods/service purchased.

The Barclaycard Statement may be used as a substitute for the credit card expense form, but receipts must be attached, and statement authorised by the Head of Department or Administrator.

You can find the University Credit Card Request Form via this link <https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-6-non-pay-expenditure/credit-card-procedures-0>

SECURITY

Your card must remain in your possession at all times or alternatively be kept in a suitable safe within the department.

The card is for your use only. If transactions appear on a statement, which have not been made by you, they must be referred immediately to the credit card service provider, currently Barclaycard Customer Services on 0844 822 2140 (or from abroad: +44 1642 87 6624) for investigation. They must also be reported to your Department Head / Administrator.

CHANGE OF ADDRESS

You should notify Barclaycard of a change of address. However, the cardholder or their representative (e.g. dept. admin. Officer) can contact the Finance Division to notify Barclaycard.

LOST/STOLEN CARDS

In the event of your card being lost or stolen, you must immediately contact either Barclaycard Customer Services on 0844 822 2140 (if the card number is not available), or the Lost and Stolen Department on 0800 0159 059 (or from abroad: +44 800 0159 059).

Lost / stolen cards must be reported to your Department Head / Administrator. Replacement cards will be sent to the Finance Division for collection by the cardholder / approved proxy.

LEAVING EMPLOYMENT

You **MUST** return your Barclaycard to the Department Head/Administrator when submitting notice of your resignation or no later than one month prior to the final date of employment. You must ensure all credit card expense forms have been submitted and agreed and any queries are cleared before you leave.

FURTHER GUIDANCE

Further guidance is contained in the University Credit Card Procedure and the University Financial Regulations.

I hereby acknowledge that I have read and agree to abide by the terms and conditions set for the use of the University's credit card. I understand that my failure to comply may result in the card being withdrawn.

Applicant's name: (for the University employee's only)			
Applicant's Signature:		Date:	
Head of Department's Name:			
Head of Department's Signature:		Date:	

You can find the University Credit Card Request Form via this link <https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-6-non-pay-expenditure/credit-card-procedures-0>