# Version History

<table>
<thead>
<tr>
<th>Version number</th>
<th>Issue date</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 4              | Sep 2016   | - Converted to new format, links and contact details updated  
- Removal of references to Citibank, employee pay groups, updated pay run dates, dept. name and addresses. Expended guidance re paying suppliers by BACS  
- Updated guidance and forms for requesting credit cards |
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1. Suppliers

The On-Line Supplier System enables staff to search for suppliers, request new ones or request amendments to suppliers on the database. Searches can be made for suppliers by name or by using key words or commodity descriptions to find suppliers who can provide certain goods. The system also prompts staff with the University preferred suppliers. The on-line system is the only method to request new suppliers or to request amendments to existing ones.

The database links to UFS and will ensure accurate supplier records are maintained and reducing the risk of duplication of records. Relevant checks are carried out by the Accounts Payable and Procurement teams before the supplier is set up on the system.

Any queries should be referred to:

The Supplier Database Administrator
Accounts Payable Team, Finance Division,
Greenwich House, Madingley Rise, Madingley Road, Cambridge

Ext. 65097.
UFS_Suppliers@admin.cam.ac.uk

1.1 Staff access to the supplier database

Each department should designate two individuals to be responsible for requesting new suppliers or amendments. However, many staff may simply require the facility to view suppliers and this is available to anyone with UFS access.

For access to the database for new requests and amendments the , Departmental Key Contact should email the Supplier Database Administrator

UFS_Suppliers@admin.cam.ac.uk

Providing the following information:

- name
- telephone number
- e-mail address
- CRS ID
- type of access required:
  - View, Request New or Amendments to suppliers
  - View, Request New or Amendments Suppliers, Employees and Students

To access the supplier database users require a Raven log in and once set up they will be able to access the database from a link on the UFS Home page.

Raven passwords are issued by the University Information Service www.ucs.cam.ac.uk/raven
1.2 Searching the system and new supplier requests

The search facilities will enable staff to find current suppliers. Staff can search the database by numerous methods for example; by a specific name of a supplier, VAT number/company registration number or by various keyword and commodity options where you are looking for a supplier of a particular type of goods or service.

In particular the system will prompt staff with Preferred Supplier details when they search and these will be highlighted in green. Preferred Suppliers have been approved by Procurement Services and have already agreed to the University general terms and conditions. We may also receive preferential rates and their credit terms will be in line with ours.

In general staff should use preferred suppliers whenever possible and they should be considered before making a request for a new supplier.

1.3 High Street suppliers

We should avoid High Street suppliers where possible as in general they will not provide the same credit facilities or preferential rates as larger companies offer. Warranties may not be valid in some instances where we buy domestic goods that we may then use in a commercial environment.

1.4 New supplier requests

Before adding a new supplier request, please search first to ensure it is not already available.

If a new supplier is required, you will need to have the following information:

- full company name – not just a trading name;
- company registration number if they are a limited company (this should be consistent with above);
- VAT number if VAT registered;
- full postal address;
- telephone and email details;
- details of the type of purchase /supplier selection and quotation process.

A purchase order should be raised for all purchases and no orders for goods should be made until the supplier has been approved.

If goods / services have been ordered and delivered without a purchase order and an invoice has been received, a copy of this must be uploaded with the request for the new supplier. Failure to provide a copy of the invoice will delay the request.

The time taken to load the supplier onto the database will vary depending on the quality of information provided by the department and the relevant checks that need to be made.

Once the supplier has been authorised by Accounts Payable or Procurement Services, an automatic email will be issued to advise the requestor that their request
has been uploaded to UFS. UFS will be updated at 10.15am, 12.15pm, 15.15pm and 18.15pm each day with suppliers that have been loaded or amended at that time.

For payments to individuals you will require an employee number, CamSIS student number or a Tax Clearance number. These procedures must also be followed if a member of staff is claiming expenses and they are not set up on UFS.

Detailed written procedures can be found in the Key Contacts Guide to the University Supplier Database and under the Documentation link on the UFS Home Page.

Key Contacts Guide to the University Supplier Database is available at ufs.admin.cam.ac.uk/ssr/suppliernotes.pdf

1.5 Amendments to existing suppliers

Amendments to company names or addresses are only acceptable if they are accompanied by official documentation regarding the relevant change. This may be in the form of a letter from the company stating the change or a copy of an invoice headed with the company’s new name or address fax copy may be accepted. Where a change of bank account is requested, original documents should be sent to Accounts Payable to validate the change; fax copies would not be acceptable.

Approved users have the ability to request amendments to supplier details. Just click on the Amendment Request button, request the relevant changes and then submit the form. The system will be updated accordingly once all relevant checks have been made. Please attach / provide back up documentation to your request.

1.6 Duplicate/deactivated suppliers

Suppliers that have been entered more than once onto the database are identified and will be deactivated by the Accounts Payable (AP) Team. Suppliers which the University does not wish to trade with in the future, for example companies that have ceased trading / been declared bankrupt etc. are also deactivated.

Before deactivating the supplier account on UFS is checked for both outstanding invoices and purchase orders to reduce the possibility of deactivating a supplier that is still being used.

In the event that duplicates which require deactivating have open purchase orders, AP will amend the supplier so that no further purchase orders can be raised. They will then contact the relevant department concerning the open purchase order, informing them of the situation and will agree the procedure so that the duplicate supplier can be deactivated.

The deactivated duplicate supplier’s name will then be formatted so departments will know that they should no longer attempt to use this supplier eg.

| Before: Lyreco |
| After: **Lyreco |

When searching for suppliers the system will also indicate in a coloured box if it is deactivated. The deactivated duplicate supplier will also be cross referenced to the correct supplier to be used by departments in the future.
A process is in place to merge duplicate suppliers prior to deactivation. All of the historical transactions for these duplicate suppliers are then transferred to the supplier in current use. This information will be available to view.

1.7 Inactive suppliers
To maintain a level of timeliness and good housekeeping within the suppliers database, suppliers which have not been used for over 18 months will become ‘Inactive’.

Approved users have the ability to request reactivation of supplier accounts. Just click on the Request for Reactivation. The request will be passed to the Accounts Payable Team (AP) for relevant checks to be made and the system will be updated accordingly.

After being inactive, the format of the supplier name will remain unaltered. The record history will still be available for both purchase orders and AP transactions.

1.8 Factoring companies
If you are aware of a new supplier with outsourced accounts i.e. using a factoring company, it is essential that the Site Name is entered as ‘Factor’ when setting up the supplier; otherwise it may cause difficulties when printing cheques.

If an existing supplier chooses to use a factoring company or informs you of any changes to their current address, please forward all correspondence to the Accounts Payable Team at Greenwich House.

Advice on making payments to factoring companies needs to come from the Supplier directly on their letter head and not from the Factoring Company.
2. Processing suppliers’ invoices

Detailed reference materials on how to process suppliers’ invoices in the Accounts Payable (AP) module of UFS are available online. Some other common scenarios are given below.

2.1 Default VAT distribution

When entering an invoice onto the AP module of UFS, the first distribution line (Tax / VAT) automatically defaults in. This information should under no circumstance be altered. It is this specific accounting line (‘charge account’) that checks the system to find out if the item within your department is subject to a VAT reclaim; if the details are changed, then UFS will not know that this check is required.

2.2 Supplier settlement discounts

From April 2015, HMRC changed the rules as to how VAT should be accounted for on invoices with a prompt payment discount. Prior to the change, VAT would always be calculated on the discounted value irrespective of whether the discount was actually taken. Now, suppliers offering prompt payment discount must record the VAT amount on the full invoice price. If the supplier is offering a prompt payment discount, the rate and terms of the discount offered will also be shown on the invoice.

The supplier will not know if the discount has been taken until they are paid in accordance with the terms offered on the invoice.

Options

a) Suppliers may issue a credit note to evidence the reduction in payment made and the reduced VAT on that payment value (our preferred option).

OR

b) If a supplier does not wish to issue a credit note, the original invoice must contain the following information:

- The terms of the prompt payment discount (time and discount offered); and
- A statement that the customer can only recover the actual VAT paid to the supplier.
- Additionally invoices may show the discounted price, discounted VAT and total amount due if discount is taken.

For details of how to process the invoice in UFS available at:
2.3 Travel expenses

All reimbursements for travel and other expenses will be made via the Accounts Payable Module, which means that a payment cannot be made to an individual unless they are on the "suppliers" list. Please follow the steps as described in the new supplier set-up procedures.

Details of the University’s Expenses policy is contained within Chapter 5b: Expenses & Benefits


Expenses forms are available to download from the Finance Division web site at

www.finance.admin.cam.ac.uk/finance-staff/accounts-payable/expense-claims/expense-forms

2.4 Internal trading

Hard copy invoices received from another department must not be processed manually via the Accounts Payable module. Their details are automatically transferred overnight (via an interface) into the receiving department’s AP module. The Department must search for the invoice number and make the relevant changes.

However, when processing an internal invoice departments cannot change the pay group from ‘Internal’ this is to avoid an actual cheque being produced. Further guidance on processing the transaction in UFS is available under the Documentation and FAQ link on UFS home page.

One tip when searching for credit memos, prefix the number with a ‘%’ sign, i.e. %52865.

Invoices not appeared via the Interface?
Report to the Accounts Payable Helpdesk for further investigation.

For more detailed guidance please see Chapter 8b: Internal Trading available from the Finance Division’s web site at


2.5 Paying a factoring company

If you come across an invoice that states the payment should be processed to a factoring company, then process the invoice as normal against the actual invoicing company. However, check to ensure that the supplier has been set up with a site named ‘Factor’. If there is no factor site then an amendment request should be made on the supplier database to add a new Factor site, (refer section 1.8 above). The address for this site should have the name of the factoring company as the first line
of the address and this is the site that you should select. If this is not the case, then please contact the Accounts Payable Team immediately to ensure the payment will not be issued to the wrong payee.

Invoices should never be posted directly onto a factoring company account, such as Alex Lawrie.

2.6 Incorrect purchase order (PO) distributions

If it comes to light when matching an invoice to a PO that the PO has incorrect distributions, you should make the changes at the invoice processing stage (rather than returning to the PO and correcting the error there).

If you feel the PO distributions require altering then:

- Within AP match the PO to the invoice as normal (with the incorrect distributions).
- Enter two new lines: the first a negative line to remove the value from the incorrect distribution and the second a positive line to the correct distribution code.
- Be careful to remove the PO number that defaulted in on both your new lines as you do not want to unmatch the PO.

This will leave the PO status as 'Matched' and the GL entries correct.

More detailed guidance on matching is available at:

The system tolerance levels, used when comparing the purchase order line amounts and invoice amounts, have been changed in the Accounts Payable module to allow invoices with a 5% variance (up to a maximum of £100) to proceed without creating a hold.
3. Payments

3.1 Weekly payment runs

The following payments will take place weekly all invoices have to be secondary approved in the system by 9.00 am. on the day of payment.

<table>
<thead>
<tr>
<th>Day</th>
<th>Pay Group</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>9am</td>
<td>Build supplier BACS</td>
</tr>
<tr>
<td></td>
<td>Supplier – BACS</td>
<td>Selects invoices with due date up to Wednesday of the following week after the Monday payment date. Payment date – the following Monday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9am</td>
<td>Royal Mail – 2nd Class</td>
</tr>
<tr>
<td></td>
<td>Supplier - cheques</td>
<td>(Except the cheques for invoices which have cheque destination “D” as for Department. They will go back to dept.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confirm Supplier BACS</td>
</tr>
<tr>
<td>Thursday</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>9am</td>
<td>Pay Alone, Euro and US dollar cheques</td>
</tr>
</tbody>
</table>

3.2 Pay Groups (what do they mean?)

Supplier

This payment run covers the standard supplier cheque and BACS payments and the pay date is the following Friday. This ensures that all invoices are paid within the supplier’s credit terms as agreed when they signed up. The University standard terms are Month + 30 days which we use for cheque payments. Once a supplier has been switched to BACS, regardless of whether their terms show on the supplier record as standard, they will be paid within 30 days of the invoice date.

Cheques will be sent out by the AP section direct to the supplier on the day of production via Royal Mail, unless they are selected to be returned to the department.
Internal

An invoice "payment" will be created by an interface between Accounts Receivable and Accounts Payable modules on UFS.

Therefore, the hard copies **must not** be processed manually via the AP module. Instead departments must search for the invoice number in their AP module and charge to an appropriate departmental account before approving. The pay group of 'Internal' cannot be changed to any other available option.

Pay Alone

The pay group ‘Pay Alone’ indicates that you require the cheque to be returned to your department. The 'pay-alone' tick-box option simply indicates that you require one cheque for a particular invoice (i.e. for the invoice not to be consolidated with others for the same supplier).

This payment run is carried out on Fridays and the payment will be processed at 9.00 a.m. Any invoices (due for payment) on the system at that time will be processed for payment. Invoices entered after the 9.00 a.m. cut-off time will not have a payment raised until the next scheduled Pay Alone run.

3.3 Payment methods

3.3.1 BACS payments

The majority of University Suppliers are paid via BACS (Bankers Automated Clearing System). This is an electronic payment system whereby money can be paid directly into a supplier’s bank account on a specified day, without the need to wait for funds to clear or to visit the bank to pay cheques in.

BACS is also much safer and more secure - unlike cheques; payments cannot be lost, stolen or delayed in the post. This system saves the University money and increases efficiency both for us and our suppliers.

**What this means for our suppliers**

Procurement Services and Accounts Payable issue BACS forms to suppliers requesting details of their sort code, account number, telephone, fax number and e-mail address for remittances.

Any subsequent payments go directly to the supplier's bank account. A remittance is sent via e-mail listing all the invoices the payment relates to. Contact telephone numbers will be provided against each invoice paid which will enable the supplier to contact the relevant department directly with any queries.

Suppliers will then have the assurance of knowing when the money will be in their bank account.

**The weekly, monthly and modified payroll** pay groups are **not to be used** under any circumstance by departments.
What this means for departments
There are no significant changes for Departments when processing invoices where payment is via BACS except that the payment terms of ‘30 Days’ and payment method of ‘Electronic’ must not be changed, otherwise this may result in a supplier not being paid.

The BACS payment run is built and paid weekly. It is necessary to have all relevant invoices for payment on the system and secondary approved by the appropriate deadline.

If there is any accompanying correspondence for the supplier, departments should send this under separate cover directly to the supplier with reference to the payment number, if need be once the payment has been made we can provide a copy remittance for departments to include with any correspondence to the supplier.

The payment will be made electronically direct to the supplier’s bank account and a remittance advice detailing all of the invoices relating to that payment will be sent via e-mail. The supplier will be able to contact the Department directly if there are any queries relating to the invoice.

If a department receives an invoice from a supplier with bank account details, and the supplier is not currently paid via BACS, the department should send a copy through to Accounts Payable at Greenwich House for the supplier to be contacted (if this has not been done) so their details can be amended on UFS.

3.3.2 Cheque Payments
Occasionally we do still pay suppliers by cheque. New suppliers are initially put onto a cheque payment run under the University payment terms of ‘Month + 30 days cheque’. Once we have their bank details they will be transferred to BACS this will show on CUFS as payment method ‘Electronic’

Supplier payment runs are made weekly and are in line with the above payment period, unless a signed contract with agreed alternative terms is in place. These agreements should only be made with suppliers after consultation and agreement with the Procurement Services Team or Accounts Payable.

Important Notice re: the Pay Alone “Tick box”
There is currently some confusion over the pay alone tick box - this option is not a Pay Group. If ticked a cheque will not be returned to your department, it only acts as a way of telling UFS that you require one cheque to be raised for that particular invoice.

If you require the cheque to be returned please follow the above mentioned procedure and select the Pay alone Pay Group.
3.3.3 US Dollar
Please process these as supplier pay group. All US Dollar cheques are returned to their originating department for distribution.

3.3.4 Euro
Please process these as supplier pay group All Euro cheques are returned to departments for distribution.

3.3.5 Urgent Payments
The Accounts Payable Team can arrange for an urgent payment. For the Team to be able to process an urgent payment, the specific urgent invoice needs to be entered into UFS. Please contact the Accounts Payable Team to discuss your requirements.

3.3.6 Direct debit
Currently, there are a few instances where suppliers are being paid by direct debit, however, these are exceptional cases and we do not encourage this method of payment as it is increasingly difficult to control.

Any supplier wishing to be paid by direct debit must apply in writing to the relevant department, enclosing a direct debit mandate. All applications must be agreed in advance by the Assistant Director of Finance (Financial Operations), within the Finance Division.

The direct debit mandate:
• must be signed by an authorised member of the Finance Division

All direct debit invoices should be sent to the Finance Division clearly stating which Finance account code the payment is to be charged to. The department should not process the invoices on the UFS as this could cause duplicate entries.

3.4 Copy supplier invoices
Invoices for the following values require additional verification.

<table>
<thead>
<tr>
<th>Currency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBP</td>
<td>&gt;10k</td>
</tr>
<tr>
<td>USD</td>
<td>&gt;5k</td>
</tr>
<tr>
<td>EURO</td>
<td>&gt;5k</td>
</tr>
</tbody>
</table>

To ensure payments are processed efficiently and accurately please ensure a copy of the invoice is sent to the Accounts Payable Payments Administrator as soon as it has been processed.

3.5 Cheque cancellation
If at any time you require the cancellation of a payment, please complete the Payment Cancellation form Oracle (see Appendix B). Please give a brief description as to why the request is being made and indicate if a replacement cheque is required. A replacement cheque can only be issued to the same supplier. If the
incorrect supplier was originally chosen, then the invoice will need to be cancelled and reprocessed to the correct supplier.

There is a charged levied by the bank for cheque cancellations. If you have the cheque in your possession it is not necessary to cancel the cheque with the bank only on the UFS. Please make this clear at the time of your request.

Payment cancellation forms are available as a PDF at
www.finance.admin.cam.ac.uk/files/forms/payment_cancellationform.pdf

E-mail to: UFS_AP@admin.cam.ac.uk

3.6 Employee payments (non payroll related)
Employees are now paid electronically by BACS, All employees when they are set up on the supplier database will have their bank details entered onto UFS.

3.6.1 New employee
- Department should fill in the New Request On-line Supplier Form as normal
- In the “Comment Box” enter the following details: ‘Please add Bank Account Details & Email Address’
- The Supplier Database Administrator will verify and approve the employee request.
- Bank account and email details will be entered onto UFS and verified
- The supplier account will be switched to electronic
- The requestor will be advised when the process is complete

3.6.2 Reactivation
- Department should fill in the Reactivation On-line Web Form as normal
- In the “Comment Box” enter the following details: ‘Please add Bank Account Details & Email Address’
- The Supplier Database Administrator will verify and approve the employee request.
- Bank account and email details will be entered onto UFS and verified
- The supplier account will be switched to electronic
- The requestor will be advised when the process is complete

3.6.3 Existing employee with no bank account details
- Please provide the supplier name, number, employee number and email address and request that bank account details are added by emailing both:
  bacsenquiries@admin.cam.ac.uk and
  Susanna.Wilson@admin.cam.ac.uk

- Bank account and email details will be entered onto UFS and verified.
- The supplier account will be switched to electronic.
- The requestor will be advised when the process is complete.

The processing guidelines for turnaround time for these requests will be three working days.
4. Foreign currency transactions

International Payment Orders (IPO) are the normal method used by the University to transfer funds to individuals and organizations with non-UK bank accounts. They can also be used as a method for paying foreign currency to a UK account. Alternatively, USD and Euro cheques can be raised.

4.1 Foreign currency exchange rates

For all enabled currencies within UFS (excluding US Dollar & Euro/Euro defined), the Cash Management team will load a monthly “Corporate” exchange rate onto UFS by 5.00pm, on the last working day of the previous month.

For US Dollar and Euro, the Cash Management team will load a daily “Corporate” exchange rate onto UFS by 5.00pm, on the previous working day.

4.2 Use of exchange rates

Departmental users will only be able to use the ‘Corporate’ exchange rates (i.e. will be unable to enter ‘User’ exchange rates). If a departmental user is entering a foreign currency transaction and is prompted to enter a currency type by the message ‘Corporate rate must be entered.’

If a message appears stating:

- ‘this currency has not been enabled’, or
- ‘there is no exchange rate defined for the currency’

Please contact the UFS Helpdesk ext. 65999

4.3 Foreign currency advance

Where a University employee is required to incur expenditure on University business, an advance may be made to assist in covering this expenditure. Standard forms (which must be used), are available for this purpose.

A request for an advance must be completed and authorised by the Head of Department. The form should then be submitted to the Cashier, who will then order the foreign currency/travellers cheques from Barclays Bank.

Barclays Bank, Sydney Street are authorised to issue foreign currency/travellers cheques to employees. Employees are required to provide two forms of identification one of which must be their passport. A copy of the authorisation will be sent to the employee’s department as confirmation that the arrangements are in place.

Foreign currency advances form available from:
www.finance.admin.cam.ac.uk/files/forms/foreigncurrency_0.pdf

Further guidelines are given in section 2.2.3 of Chapter 5b: Expenses & Benefits
4.4 International payment orders (IPOs)

This is an electronic method used to pay supplier invoices/staff expenses with non-UK bank accounts. They can be sterling and foreign currency payments. When discussing IPO’s it is important to make the recipient aware they will need to pay any payee fees and that the University / department will pay our bank fees.

Departments should ensure that beneficiaries are entered on the Account Payable Supplier Database (and should note the supplier number on the IPO form). Payments in USD, Sterling and Euros should be entered on UFS before sending the payment request to the Cashier. Invoices in other currencies will be entered by the Finance Division once the actual exchange rate is known.

All IPO’s must be sent to the University Cashier, Finance Division, Greenwich House with the relevant form completed and supporting documentation e.g. copy invoices, conference booking confirmations or expenses claim forms which should be approved by an authorised signatory and include the beneficiary account details, as supplied by the beneficiary, must also be provided. All advance payments irrespective of amount, must be pre-approved by Procurement Services.

Further information is available from

Chapter 7 - Cash & Banking  
www.finance.admin.cam.ac.uk/university-cashier-service/international-payment-orders-ipo-requests

Guidance on how to process the item and bank charge on UFS  
5. Credit card procedures

5.1 Purpose of credit cards
The University issues company credit cards to its employees where it is deemed the only effective method of payment in the proper 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.

5.2 Aims of credit card procedures
The University’s credit card procedures aim to ensure:

- Departments accurately account for their expenditure on credit cards.
- Control is maintained over the nature and level of expenditure.
- Adherence to the University’s purchasing policy.
- Compliance with the University’s travel and subsistence guidelines.
- Taxable benefits are recorded, as required by the HM Revenue & Customs.
- Adequate controls are in place to avoid breach of the conditions of usage for credit cards.
- Security measures are in place to minimise the potential for fraud/misuse of credit cards.
- Compliance with the University’s Financial Regulations.

The current credit card service provider in use by the University is Barclaycard.

5.3 Application process
University credit cards are only available to employees whose contract of employment is issued by the University. Departmental Heads are responsible for ensuring that the issue of a card is appropriate.

To request a new credit card.

- The Departmental Head/Administrator should complete the ‘University Credit Card Request Form’ (Appendix C), this should be sent to the Finance Division.

- Where a department requests a single card for online and overseas purchases, the Finance Administrator in the department will be responsible for the collation and approval of all transactions.

- The Accounting Services Team reviews the application and advise the department accordingly. They may request a more detailed explanation as to the basis of the application. Applications may also be passed to Procurement Services for further scrutiny and authorisation. Procurement Services may also recommend alternative solutions for example use of the preferred travel agent.

- If accepted, a Credit Card Application form and a Terms and Conditions form will be issued to the department (Appendix D).
The cardholder must complete the *Application form* and accept the *Terms & Conditions*, which is to be signed by both the cardholder and Departmental Head/Administrator.

The forms should then be returned to the Accounting Services Team for processing and subsequent submission to the credit card provider.

Credit cards are sent directly from the provider to the Finance Division. After notification of receipt, the Departmental Head/Administrator should arrange for either the cardholder or an approved proxy to collect the card from the Accounting Services Team, where documentation is to be signed as confirmation of collection.

Please ensure that one of the following forms of identification is presented upon collection:
- Current University ID card
- Driving licence
- Passport.
This will be photocopied and attached to the signed Terms and Conditions form.

**University Credit Card Request forms are available from**
www.finance.admin.cam.ac.uk/files/credit_card_req_form.pdf

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**5.4 Departmental credit cards**
Some departments operate a single card for online and overseas purchases. Use of such credit cards needs to be tightly controlled and there **must** be segregation of duties with respect to:

- making the purchase
- authorisation of the credit card expense form / credit card statement
- processing the transaction on UFS.

The Departmental Administrator is responsible for collating and matching the documentation to the credit card statement.

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**5.5 Using the card**
Credit cards must be used exclusively for expenditure directly relating to University business. This may include travel and restricted entertaining as necessary.

*See Chapter 5b: Expenses & Benefits for more guidance on travel, subsistence and entertaining.*

5.5.1 **Travel and subsistence**
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, written agreement must be reached with the Head of Department, to an acceptable level of reimbursement. Evidence of such an agreement must be retained and attached to the expense claim form.

5.5.2 **Entertainment**
If the credit card is used for entertaining University clients, a record of the meeting explaining its purpose and listing all the attendees is required.

5.5.3 **Foreign currency cash withdrawals**
These are only available by prior arrangement with the University Cashier.

5.5.4 **Purchase of goods**
This 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 Purchasing procedures are followed. Evidence of compliance should be submitted with the credit card expense form.

5.5.5 **Credit cards must not be used for:**
- Private expenditure under any circumstances
- Sterling cash withdrawals
- Internal business transactions within the University ie. between departments (this includes the University Centre). In these circumstances, Internal Trading procedures via the UFS must be used.

Misuse of the card may result in the credit card being withdrawn.

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5.6 **Monthly credit card statements**
Statements are received by the Finance Division who arrange payment and debit the departments’ control accounts. Simultaneously, a copy of the statement is made available to the finance contact in the department. Copy statements are also sent to the cardholders’ home address (provided on the application form) directly from the credit card service provider.

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5.7 **Monthly credit card expense forms**
A credit card expenses form should be completed each month detailing each transaction and its purpose.

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University Credit Card Expense forms are available from
www.finance.admin.cam.ac.uk/files/forms/credit_card_exp_form.pdf

The form must be supported by receipts/invoices. HM Revenue & Customs 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 detail the specific goods/service purchased.
The documentation should then be attached to a copy of the credit card statement and authorised by the Departmental Head/Administrator to verify that transactions are:

- legitimate; and
- in compliance with the University’s Finance Regulations and the Credit Card Terms & Conditions

The Barclaycard statement may be used as a substitute for the credit card expense form but, receipts must be attached and the statement still authorised as per above.

5.8 Monthly accounting arrangements

5.8.1 Finance Division

Once the Finance Division has paid the credit card statement each department’s expenditure total is posted to a designated control account in the department’s accounts. The Finance Division’s accounting entries are as follows.

The direct debit payment:
DEBIT U.00 AP Control account
CREDIT U.00 Bank account

The statement:
DEBIT U.xx.xxAA.AAAA.FJAA (where ‘xx’ represents the dept. code)
CREDIT U.00 AP Control account

5.8.2 Departments

Following authorisation by Departmental Heads/Administrators expenditure should be charged to the relevant expenditure account and a corresponding entry posted to the control account.

DEBIT U.Dept.Cost centre.Source of funds. Trans code (Dept. Expenditure A/c)
CREDIT U. xx.  XxAA.      AAAA.               FJAA (Dept. Control A/c)

The authorised expense claim and accompanying receipts should be attached to the General Ledger / Grants journal as supporting documentation and files kept for a minimum of six years, to comply with Financial Regulations. The retention period may be longer depending on the terms of the grant.

Each department is responsible for clearing its own control account on a monthly basis. The control account should be completely clear at the end of each financial year to ensure that current year costs are not carried forward.

VAT Care needs to be given to situations where VAT would normally be reclaimed, as this may be more difficult when using a credit card. The Tax Section must be consulted to determine if the VAT element of the cost is reclaimable.

Services Tax Where Services Tax would be incurred, it is necessary to contact the Tax Section, and to provide details of the expenditure.
5.9 Taxable benefits

Expenditure without supporting receipts/vouchers may be considered by HM Revenue & Customs as a taxable benefit and therefore details should be submitted to the Payroll Section at the end of May for the previous tax year (ending 5 April) as part of the department’s P11d return.

Further advice can be found in Chapter 5b: Expenses & Benefit

5.10 Cardholder administration

5.10.1 Cardholder records

Departments should keep an up to date list of all its cardholders and their credit limits. A regular review of this list should take place to determine the necessity of each card held and a justification of limits is to be given to the Finance Division upon request.

5.10.2 Change of address

The cardholder should notify Barclaycard of any changes of address. Alternatively, the cardholder or their representative (e.g. Departmental Administrator) can contact the Finance Division to notify Barclaycard.

5.10.3 Unrecognised transactions

The cardholder is responsible for all entries appearing on his/her statement. If an unrecognised transaction appears, the cardholder must directly contact the credit card service provider, currently:

Barclaycard Customer Services - 0844 822 2140

They will then investigate the issue. Department Heads/Administrators must be kept informed of any anomalies and must in turn notify the Finance Division.

5.10.4 Lost or stolen cards

The card is to remain in the possession of the cardholder at all times or alternatively be kept in a suitable safe within the department. In the event of the card being lost or stolen, cardholders must immediately contact either:

Barclaycard Customer Services 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 direct to the Finance Division for collection from the Accounting Services Team by the cardholder/approved proxy.

5.10.5 Leaving employment

The cardholder **must** return the credit card to the Departmental Head/Administrator when:
- submitting notice of resignation, or
- no later than one month prior to the final date of employment.

The cardholder must ensure all credit card expense forms have been submitted, agreed and any queries are cleared before they leave.

The department must destroy the card, cancel any continuous subscriptions (with the relevant supplier) that may possibly be charged to the card at a later date and notify the Finance Division who, in turn, will instruct the credit card provider to cancel the card.
## 5.11 Departmental Head/Administrator monthly checklist

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure receipt of completed employee credit card expenses form or the</td>
</tr>
<tr>
<td>original credit card statement for each employee holding a credit card.</td>
</tr>
<tr>
<td>Check each transaction has supporting documentation.</td>
</tr>
<tr>
<td>Authorise the credit card expense form/credit card statement to verify</td>
</tr>
<tr>
<td>the expenditure has been incurred exclusively in the proper performance</td>
</tr>
<tr>
<td>of duties and complies with the University's Finance Regulations and the</td>
</tr>
<tr>
<td>University's Credit Card Procedures.</td>
</tr>
<tr>
<td>Check that the correct rates for travel and subsistence have been</td>
</tr>
<tr>
<td>adhered to.</td>
</tr>
<tr>
<td>Ensure the University’s Purchasing Policy has been followed and</td>
</tr>
<tr>
<td>documentation is attached in support.</td>
</tr>
<tr>
<td>Ensure the necessary journals are created and posted to clear the</td>
</tr>
<tr>
<td>control account and charge the relevant expense accounts/research</td>
</tr>
<tr>
<td>grants.</td>
</tr>
<tr>
<td>Where a single departmental credit card is used, ensure there is</td>
</tr>
<tr>
<td>segregation of duties in operation.</td>
</tr>
<tr>
<td>Review credit limits.</td>
</tr>
<tr>
<td>Update list of cardholders/details as required.</td>
</tr>
<tr>
<td>If VAT has been levied on goods purchased, consult the Tax Department</td>
</tr>
<tr>
<td>to determine if it is reclaimable.</td>
</tr>
<tr>
<td>If Services Tax is applicable, consult the Tax Section.</td>
</tr>
<tr>
<td>Record any potential taxable benefits (P11D). At the end of May each</td>
</tr>
<tr>
<td>year, submit details of records pertaining to the year 6 April – 5</td>
</tr>
<tr>
<td>April to the Payroll Manager.</td>
</tr>
<tr>
<td>Ensure the card is destroyed and Finance Division is notified should</td>
</tr>
<tr>
<td>the employee leave (no later than one month before leaving date).</td>
</tr>
<tr>
<td>Ensure all credit card queries have been resolved prior to an employee</td>
</tr>
<tr>
<td>leaving.</td>
</tr>
</tbody>
</table>

Further guidance on this procedure can be sought through the Accounts Payable Team.
6. Month End

For detailed guidance on the procedures to follow and the reports to run please see

Chapter 10 – Month End

6.1 Reconciliation of suppliers’ statements

It is best practice for departments to reconcile suppliers’ statements each month to ensure that they have recorded all invoices and credit notes taken. This process should be done regularly to ensure that operating results provide a true reflection of expenditure.

Detailed guidance on how this can be done is available on-line

Appendix A: Payment Cancellation Oracle Form

Payment cancellation Form

If this form is for a cancellation, please give a brief description as to why you wish this cheque to be cancelled

______________________________

______________________________

Department Code: __________________________

Payee Name: ______________________________

Supplier No: ______________________________

Original Payment Method

BACS

Cheque

Details of Cheque/BACS to be cancelled

Cheque/BACS Number

Amount

Cheque Currency

______________________________

Replacement Cheque required: Yes / No

Payment to be replaced by IPO: * Note 2

Invoice to be cancelled

Applicant: ___________________________ Date: _____________

Contact No

Authorisation ___________________________ Date: _____________

Name ___________________________

* Note 1 - Please email this payment cancellation form to UFS_Payments@admin.cam.ac.uk

* Note 2 - Please enclose the original cheque where possible as we will be charged an admin fee by the bank for lost cheques

* Note 3 - Where payment is to be replaced by IPO - Pay Group must be amended to "Transfer (I)" if currency involved is USD or Euro. Departments must then submit the request to the Cashier.

Finance Division Only

Signature Date

Cheque Cancelled

__________________________

__________________________

Invoice Cancelled

__________________________

__________________________
# Appendix B: University Credit Card Request Form

<table>
<thead>
<tr>
<th>Applicant’s name</th>
<th>Payroll No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(University employee’s only)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Dept. Code</th>
</tr>
</thead>
</table>

## What will the card be used for? (tick as appropriate)

- ☐ Air
- ☐ Train
- ☐ Hotels
- ☐ Meals
- ☐ Business Entertaining
- ☐ Other (please give details)

<table>
<thead>
<tr>
<th>Estimated monthly expenditure</th>
<th>£</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Head of Department’s Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Head of Department’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

- You can find the University Credit Card Terms & Conditions via this link [www.finance.admin.cam.ac.uk/files/media_root/policies_and_procedures/appendixd_1.pdf](http://www.finance.admin.cam.ac.uk/files/media_root/policies_and_procedures/appendixd_1.pdf)

- You can find the University Credit Card Procedures in section 6 of the Financial Procedures, which covers Non-Pay Expenditure, and can be accessed via this link [www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-6-non-pay-expenditure/credit-card-procedures](http://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-6-non-pay-expenditure/credit-card-procedures).

## Finance Division Use Only

<table>
<thead>
<tr>
<th>Application</th>
<th>Accepted / Refused</th>
<th>Employee status verified</th>
<th>Yes / No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reason</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Credit Limit set</th>
</tr>
</thead>
</table>

Finance Division
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/files/forms/credit_card_exp_form.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.
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.

<table>
<thead>
<tr>
<th>Applicant’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(for the University employee’s only)</td>
<td></td>
</tr>
<tr>
<td>Applicant’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Head of Department’s Name</td>
<td></td>
</tr>
<tr>
<td>Head of Department’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
## Appendix D: Credit Card Expense Form

<table>
<thead>
<tr>
<th>Transaction date</th>
<th>Type of Expense</th>
<th>Reason for Expense</th>
<th>Amount</th>
<th>Expense Code / Research Grant Code used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount (as per credit card statement)**

**Notes**
1. Supporting receipts must be attached to this form. Unreceipted expenditure may be deemed a taxable benefit by the Inland Revenue.
2. If the card is used for entertaining, names of those entertained and the reason for entertaining must be provided.
3. Any element of personal expenditure must be repaid at the time the form is submitted to Accounts.

**SIGNATURE OF CARDHOLDER**

**DATE**

**APPROVED BY** (Head of Dept. or Administrator)

**DATE**
Appendix E: Accounts Payable Team contact details

**Accounts Payable**
Finance Division
Greenwich House
Madingley Rise
Cambridge CB3 OTX

**AP Helpdesk**
Ext: 66888
Fax: 65094
E-mail: UFS_AP@admin.cam.ac.uk

**Suppliers’ Database Administrator**
Ext. 65097.
Fax: 65094
E-mail: UFS_Suppliers@admin.cam.ac.uk

**Manager, Accounts Payable/Receivable and Cash Management**
Andrew Weatherley
Ext: 66220
Fax: 65094
E-mail: aw446@admin.cam.ac.uk

**Head of Accounting Services**
Chris Patten
Ext: 66733
Fax: 65094
E-Mail: cp257@admin.cam.ac.uk