



monmouthshire
sir fynwy

Monmouthshire County Council – Procurement card Policy

Who is who?

- Card Holder = individual named on the card
- Purchase Card Distributor = Officer logging into Agresso to code the Purchase Card Transactions
- Budget Holder = Officer who approves spend against budget
- Purchase Card Administration Team = Team to contact for any queries/ issues relating to Purchase Cards

Note: an officer may undertake one or more roles listed above (excluding the Purchase Card Administration Team), however there must be a segregation of duties built into the process.

Know your business case.

This identifies how and where you can make purchases.

The limit on your card.

The officers responsible for undertaking specific roles

Keep your card details safe.

Would you share your personal card details?
(Hopefully not)

Don't Share your Procurement Card details.

You could end up losing your job or going to prison for someone else's actions.

Budget Holders

You are responsible for Procurement Card transactions in terms of:

- Ensuring their validity
- Ensuring they are appropriately recorded
- Ensuring deadlines are adhered to.

Important dates:

- 15th of each month – Transaction Loaded into Agresso
- 25th of each month – All transactions to be coded
- 29th of each month – All transactions to be approved

Three Strikes and you are OUT

Misuse of the Procurement Card can lead to withdrawal of the card and may result in disciplinary action and / or criminal Proceedings.

Read the Procurement Card Policy

Think

- Purchases need to be value for money
- Deliveries need to be to an MCC official address
- Make sure you have a Vat receipt
 - This may take extra effort e.g. Tesco's you need to go to customers services after you have paid to request a Vat receipt.
 - Amazon you need to ensure your account has the authority Vat details recorded before you make a purchase. The receipt usually comes with the delivery.
- Be safe online – check out <https://www.getsafeonline.org/shopping-banking/shopping1/>
- Know your business case – ensure transactions are in-line with what has been identified in the business case.
- Use MCC contracted suppliers whenever possible – check out <http://corphub/initiatives/procurement/sitepages/home.aspx>
- Any changes or queries need to go straight to the Purchase Card Administration Team. Creditors@monmouthshire.gov.uk
- Destroy your card before you leave the authority and notify the Procurement Card administration Team. You are still responsible for spend on your card even if you leave the authority and someone else then uses it.
- Where the card has been used for meals and entertainment, each receipt must include the names of all persons involved in the purchase and a brief description of the business purpose of the purchase. This spend must not be reclaimed via the payroll expenses.

The Don'ts:

- Pay Invoices – these need to be processed via creditors
- List the card for a Direct Debit – there needs to be express permission from the Head of Finance or Representative for a Direct Debit to be set up against a Purchase Card.
- Pay invoices that fall under the Construction Industry Scheme (HMRC would not be happy).
- Purchase Capital Equipment
- Register Cards against payment gateways such as Paypal
- Share your card details or pin numbers with anyone else.

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