



## Monmouthshire County Council – Lodged Procurement Card Policy

### Who is who?

- Lodged Card Supplier= Card details provided upfront to a specific supplier, to charge future orders placed by approved requisitioners.
- Requisitioner = Officer placing the order with the supplier
- 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.

### 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:

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

### Three Strikes and you are OUT

#### Know your business case.

This identifies how and where you can make purchases.

The limit on your transactions.

The officers responsible for undertaking specific roles

#### Keep your details safe.

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

Don't Share your Procurement Card details (This includes any log on details or passwords to place orders with specific suppliers).

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

**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
- 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](mailto:Creditors@monmouthshire.gov.uk)
- Notify the Procurement Card Administration Team if you change posts or leave the authority. Ensure you shut down any accounts with the supplier so that others cannot use your access.

# The Don'ts:

- Purchase Capital Equipment
- Share your log on details / passwords with anyone else.
- Be careful not to pass invoices to be processed via Creditor Payments which have already been paid on the Purchase Card – this could be a particular issue upon changeover from one payment method to the other.