

## R281 Annex 2

### Extract from SEEDA's Financial Procedures Manual

#### 19. CORPORATE CREDIT CARDS & CORPORATE PROCUREMENT CARD

The Agency has an account with Barclays Bank for the provision of credit cards to certain staff.

All cardholders must sign an appropriate form to confirm receipt of their card, confirming their acceptance of the terms and conditions of use, which are as follows:

- Cards must only be used for expenditure which is wholly, necessarily & exclusively for SEEDA business purposes
- It is the card owner's responsibility to safeguard the card at all times.
- The card is only for the card holder's use and must not be used by anyone else.
- Cardholders must not exceed the card credit limit.
- Lost or stolen cards must be reported to Finance immediately.
- Cards must not be used for the following categories of expenditure:
  - a) Fuel for private or company lease vehicles
  - b) Cash other than for foreign currency transactions
  - c) Items of expenditure covered by company car lease agreements
  - d) Any non business expenditure or any expenditure not related to SEEDA
  - e) The purchase of services, goods and equipment subject to competitive tender
- Should employment with SEEDA be terminated Cards must be returned to the Finance Department six weeks prior to departure.
- **Cardholders must submit a Company Credit Card Expense Claim form, to the Finance Department, no later than ten days after receiving their copy of the monthly Barclaycard statement. Cardholders who do not observe this deadline will have their personal expense claims held back from payment. Persistent non-compliance with the deadline will result in the credit card facility being withdrawn from that individual.**
- The credit card expense claim form for expenditure incurred using the Company Credit Card must have all expenditure vouchers and VAT receipts attached and the cardholder is responsible for obtaining approval for the claim as per normal SEEDA expenses claim procedures. The claim must be on the correct Company Credit Card Expense Claim Form.
- SEEDA will settle the monthly bill in full direct with the credit card company.

- All claims must equal the amount on the Barclaycard statement and should not include other transactions.

Requests for the provision of a Corporate Card should be made to the Finance Director, along with a business case detailing why a card is required.

When foreign cash is drawn out using the card, the use of the cash must be fully accounted for by receipts in the usual way. Any foreign cash that is not used should be returned to the finance department when returning the claim form.

**If the card is used for ineligible expenditure, the amount will be recovered from the employee and reported to the HR department.**

## **19.1 COMPANY CREDIT CARD EXPENSE CLAIM FORM COMPLETION**

- The SEEDA Company Credit Card Expense Claim Form can be found under forms in the Guidance Centre of the Intranet. [Intranet - Forms](#)
- This form is to be completed using computer, rather than by hand. The form should then be attached to the credit card statement and authorised before submitting to Finance.
- All receipts (VAT where possible) should also be attached to the statement.
- The following items to any amount can be classified as business expenses and do NOT require a requisition to be raised on Agresso: Travel tickets (Road, Rail, Air & Sea), subsistence (Hotels and Restaurants), professional subscriptions and incidental out of pocket expenses and small consumables. All must be evidenced by receipts attached to the claim form.
- If a requisition is required for any item the following procedure should be followed:
  - 1) Go to requisition entry as usual, in Agresso Web services.
  - 2) Enter the relevant product.
  - 3) Enter the Supplier ID '50886', 'Company Barclaycard'.
  - 4) Enter all the other fields as usual
  - 5) In the 'External Text' box enter:
    - a) Company Barclaycard purchase for (person)
    - b) Supplier name (purchased from)
    - c) Details/Description of purchase
  - 6) In the 'Internal Text' box enter:  
'Company Credit Card Expenses for (person who holds the card) Please send the PO to (person completing the claim form) for attachment to claim. Please also give a copy to the Finance Assistant'.
- **Personal Details required**
  - Name –
  - Department –
  - Ext. /Contact no. –
  - Payroll No,
  - Project/CCprog.
  - Card (A/C) No. – (as per your statement)
  - Statement Date –
- **Details of Expenditure**

List the items in the same order as the statement. A brief but adequate description should be put in this column.

- **UK Taxis and Trains**  
This column is used for travel by taxi or train in the UK. (Wherever possible rail warrants should be used rather than purchasing you own ticket).
- **Other Travel UK**  
This column should be used for all other UK travel and parking.
- **European Travel**  
Use this column for all European travel. European travel requires prior approval from your line manager and this must be countersigned by the Executive Director.
- **Non UK & Non European Travel**  
Use this column for all other overseas travel. **International travel requires prior approval from the Executive Director – Resources or Chief Executive.**
- **Subsistence**  
This column is used for expenditure such as hotel bills, meals etc. Split between Subsistence UK and Subsistence Foreign. Prior approval for hotel expenditure must be obtained from your line manager.
- **Hospitality**  
Split costs between Hospitality UK and Hospitality Foreign. Hospitality should not exceed £75.00 per head for a dinner or £25.00 for any other working meal (unless previously agreed by the supervising manager).When giving hospitality the majority of those present should be non-SEEDA staff (unless it is on a one to one basis).  
When the card is used to purchase meals the names of the individuals receiving the subsistence/hospitality should be written on the receipt received from the restaurant. This enables the cost to be allocated accordingly to Subsistence (SEEDA staff) and Hospitality (non SEEDA staff). The invoice should be split evenly to arrive at cost per head.
- **Other**  
Use this column when the expenditure will not fit under any other category. Make sure the description is sufficient for Finance to allocate the cost correctly.
- **Authorisation**  
The form must be self-signed and signed by your line manager in accordance with the delegations list (see Appendix 5 of The Financial Procedures which can be found in the - [Document Library](#) before being submitted to Finance.

## 19.2 PROCUREMENT CARD PROCEDURE

### Background

SEEDA recognises that for certain purchases, the most efficient way of making payment is by the use of a credit card. For this reason a procurement card (credit card) account has been set up through Barclays Bank.

The procurement card can be used by SEEDA staff who have not been issued with their own SEEDA credit card. It can be used to pay for travel/accommodation and other one off costs, for business efficiency purposes.

The card is kept in the Procurement Department safe at all times when not in use.

### **Procedure**

All requests to use the procurement card must be made to the Financial Controller.

Before the credit card details are issued, a 'Request for Use of Procurement Credit Card' form (which can be found in the Document Library) must be completed and authorised in accordance with the Financial Procedures

A requisition should be raised if required by SEEDA rules. When entering the requisition details, the supplier "Company Barclaycard" (50886) must be used. In the 'Internal Text' box enter "please send the PO to Procurement". Once the requisition form has been fully approved the credit card details will be made available, to enable payment to be made to the supplier. Any purchases made without authorisation may be recovered from the employee.

A receipted VAT invoice must be obtained from the supplier and is to be forwarded to Procurement.

Checks will be made by Procurement to ensure that the goods and services paid for are satisfactorily provided.

Each month on receipt of the credit card statement, Procurement will complete a Company Credit Card Expense claim form and attach the request forms for use of the card and receipted invoices. The claim form will be signed by the Head of Procurement and the Finance Director. The receipted VAT invoices and vouchers will be checked by Finance against the credit card statement. Finance will then enter the details into Agresso.

The balance on the procurement card account will be paid by Bank direct debit.