

# PURCHASING CARD

## Frequently Asked Questions



### **What is a Purchasing Card?**

A Purchasing Card is a Visa Purchasing Card similar to a personal debit/credit card that is issued by the Council's bank to enable low value purchases of Supplies and Services to be made quickly and efficiently.

For further guidance please refer to Section I of the Purchasing Card Policy.

### **How are the Purchases monitored & controlled?**

Purchasing card transactions are monitored & controlled via an online system provided by the issuing bank, Barclays Spend Manager (BSM). The system provides visibility and control to both the cardholder and approver and is audited by the Finance team.

For further guidance please refer to the mandatory e-learning modules and the BSM Work Instruction.

### **Can I use my Purchasing Card for my own personal use?**

Purchasing cards can **NEVER** be used for personal use; not in any circumstance. Use of the Purchasing Card for personal use may be subject to further action under the Council's disciplinary procedures.

For further guidance please refer to Section 7 of the Purchasing Card Policy.

### **A colleague needs to make a purchase when I am unavailable. Can I give them access to my card details to do this?**

Purchasing cards should only ever be used by the named cardholder; sharing your card details constitutes as non-compliance with the Purchasing card conditions of use.

For further guidance please refer to Section I I of the Purchasing Card Policy.

### **How are transactions charged to the correct cost centre and correct detail code?**

Default cost centres are assigned to all Purchasing cards upon setup based upon the information provided in the application process. This will be the default cost centre for all transactions unless manually changed in the BSM system. Transactions can also be charged to more than one cost centre if required through the BSM system.

Merchant Category Codes (MCC) are assigned to all retailers that defines what type of retailer they are.

**PLEASE NOTE:** It is important that if you change role or department that the Transaction Centre is made aware so that the default cost centre can be amended if necessary.

Transaction Centre – [Creditors@plymouth.gov.uk](mailto:Creditors@plymouth.gov.uk)

For further guidance please refer to the mandatory e-learning modules and the BSM Work Instruction.

### **How do I change the cost centre that a transaction has already been charged to?**

If a transaction requires the cost centre changed then please contact the Finance or Transaction teams.

Financial Systems Team – [finansys@plymouth.gov.uk](mailto:finansys@plymouth.gov.uk)

Transaction Centre – [Creditors@plymouth.gov.uk](mailto:Creditors@plymouth.gov.uk)

### **There is a transaction I do not recognise / incorrect amount on Barclays Spend Manager, what should I do?**

If you do not recognise the transaction then, where possible, contact the supplier. If you still do not recognise the transaction then you should;

- Report immediately to your Line manager/Approver;
- Report immediately to the Transactions Centre to advise them that there may be fraudulent activity on the card. In this case, do not use the card; wait for advice from the Transaction Centre. This may involve the issuing of a new card.

### **I have a query relating to the BSM system, who should I speak to?**

Review the Cardholder e-learning modules as most queries will be addresses within, however if you have a question that is not covered/answered you will need to contact the Finance or Transaction teams.

Financial Systems Team – [finansys@plymouth.gov.uk](mailto:finansys@plymouth.gov.uk)

Transaction Centre – [Creditors@plymouth.gov.uk](mailto:Creditors@plymouth.gov.uk)

### **Can temporary staff apply for Procurement cards?**

No, only permanent staff are eligible for procurement cards following minimum 6 months employment.

### **I have not received login details for BSM?**

Please contact the Finance Systems Team

Financial Systems Team – [finansys@plymouth.gov.uk](mailto:finansys@plymouth.gov.uk)