

PURCHASING CARD

Work Instructions



PLEASE NOTE: Please ensure that prior to commencement of Purchase; that the cardholder checks the Service or Supplies in question are within their single transaction limit and that their monthly spend limit has not been reached or will be exceeded by the purchase in question.

Both the Transaction and Monthly Expenditure Limit are **inclusive** of VAT and delivery charges.

DO NOT disclose your PIN number; this should not be disclosed to anyone. If you believe your PIN number has been compromised, please follow the instructions within Section 8 of the Purchasing Card Policy.

Process Ref #	Description	
1.	Identify the appropriate requirement for Service or Supplies	
2.	Estimate the value of the procurement; <ul style="list-style-type: none"> - Value below £500⁻¹ & there is NOT a corporate contract in place, use Purchasing Card - Value above £500⁻¹/Supplier unable to accept a Purchase card or there is a corporate contract in place, process Purchasing Requisition via Dash (Firmstep) 	
3a.	<p>Purchasing via telephone</p> <p>Contact the supplier, place your order, provide required delivery address and request expected delivery date.</p> <p>The cardholder must also request the supplier to provide a VAT receipt/invoice⁻².</p> <p>To make payment the cardholder must then provide the card details the supplier requests; this is typically:</p> <ul style="list-style-type: none"> - Name on the card - Organisation Name eg/Plymouth City Council - Card number (16 digit number on front of card) - Expiry date - CVV number (3 digit security number on signature strip) 	
3b.	<p>Purchasing via the internet</p> <p>Ensure that the website displays the secure-site symbol⁻³ prior to entering card details.</p> <p>To make payment the cardholder must then provide the card details the supplier requests; this is typically:</p> <ul style="list-style-type: none"> - Name on the card - Organisation Name eg/Plymouth City Council - Card number (16 digit number on front of card) - Expiry date - CVV number (3 digit security number on signature strip) 	

3c.	Purchasing in person Use CHIP & PIN authorisation and ensure you receive a receipt of purchase that includes VAT as per Section 6.	
4.	Upon receipt of your purchase ensure it is satisfactory. If a discrepancy is found, contact the supplier immediately to discuss/rectify.	
5.	Please ensure that you have received the VAT receipt/invoice. Contact the supplier until received.	

⁻¹ - Or alternative single transaction limit; please refer to Section 4 of the Purchasing card Policy.

⁻² - Where VAT is applicable, it is essential that the VAT receipt/invoice is sent directly to the cardholder. This is required in order for the Council to reclaim the VAT on the purchase.

⁻³ - Use a secure browser as this will scramble your personal data before sending it. These browsers show a broken key or padlock symbol, indicating the site is secure, at the bottom of the page. A secure site can also have https:// instead of http:// at the beginning of the address.

Never disclose your card or personal details via email. Instead, use secure areas of a site to enter any details, and if in doubt, order by telephone.

You should **never** disclose your card or personal details via email. Notifications sent electronically to the bank for example, should only show the last 4 digits of the card number.