

Important Message to all University Purchasing Cardholders – Sent Monday 14 August 2023

Dear Purchasing Cardholder

The University has recently suffered financial loss from misuse of a purchasing card (Barclaycard) which was not securely stored, in contravention of University requirements.

I'd be grateful if you could immediately take the following actions:

- Ensure that your card is securely stored and cannot be accessed by **anyone other than you**.
- Destroy any obvious written record of your card's PIN. If you need to record the PIN please make sure it cannot be identified as such and do not store it with the card.

University purchasing cards need to be kept secure in the same way we all keep our personal cards secure. If you are unable to store your card and PIN securely then you should immediately contact the [Finance Service Desk](#) who will organise to block the card until appropriate storage can be organised, or to withdraw the card.

If you suspect any misuse of your card you should immediately contact Barclaycard (using the contact details on the back of your card) to complete their security checks, notify them of the potential misuse and ask them to cancel your card. Then please contact the [Finance Service Desk](#) to agree next steps. If any financial irregularities need to be reported the Finance Service Desk will organise this for you.

Best regards,

Allan Spencer, Director of Finance