



## DECLARATION FOR ALL UNIVERSITY PURCHASING CARD (BARCLAYCARD) HOLDERS

**I understand that this card is for my own personal use when carrying out University business and will not in any circumstances allow use of the card by any other member of University staff.**

I will keep my card secure and immediately report loss or suspected improper use to the Finance Service Desk: [financeservicedesk@sussex.ac.uk](mailto:financeservicedesk@sussex.ac.uk)

I will meet all requirements of the University Financial Regulations, policy, and procedures notably:

- I will adhere to the Purchasing Policy and Purchasing Card Guide that can be found on the [Finance web pages](#)
- I will attach receipts or equivalent evidence to all line items for future review by University auditors, HMRC or research funders and to enable correct budget holder authorisation
- I will ensure that all my purchasing card statements are properly coded and submitted for authorisation in accordance with University deadlines.

I agree that:

- Any purchases which do not meet the appropriate requirements for the use of University funds will be considered unauthorised and may be recovered from me personally, at the discretion of the Director of Finance
- Failure to meet University requirements will result in the withdrawal of my card and could result in disciplinary action in accordance with the University Financial Regulations.