

Direct email to purchasing card holders from DoF

Dear colleagues,

I am writing to you, as a University purchasing card holder, to ask you to please read and action the below as appropriate. Please note that we require a positive response from you to enable you to continue using your purchasing card. Please also ensure you adhere to the paragraph below regarding fraudulent usage.

Annual purchasing card declaration

I'd like to start by saying that we've seen a great improvement in purchasing card compliance over the past year, even with increased card usage, and I'd like to thank colleagues for your continued support and cooperation with this.

As you will know, all card holders are required to renew their purchasing card declaration annually. This declaration confirms that you understand your purchasing card obligations and will comply with the relevant requirements.

With this in mind, please take a few moments to read the attached declaration. If you accept the obligations outlined, please respond to this email within 30 days with "I accept the declaration".

If we don't receive a response within 30 days accepting the declaration then we will assume that you no longer require the use of a University purchasing card.

If you don't feel able to comply with the declaration, please contact the [Finance Service Desk](#) for advice and to discuss alternative ways to purchase as your card will need to be returned.

Fraudulent use of purchasing cards

Enquiries received by our Finance Service Desk indicate that some staff may be sharing their individually assigned purchasing cards with colleagues. You can buy goods or services on behalf of a colleague but on no account should you allow someone else to use your card or divulge details of your card or its security number to another person. To do so is considered fraudulent usage by Barclaycard and is in breach of the University's agreement with Barclaycard. Misuse of a purchasing card may lead to disciplinary action under the Financial Regulations.

Thank you for taking the time to read and action the above. If you have any questions regarding purchasing cards, please see our [training guide](#) or contact the [Finance Service Desk](#).

Best regards,

Allan Spencer, Director of Finance