

## **Direct email to purchasing card holders from DoF**

Dear colleagues,

I am writing to you as you are a University purchasing card holder.

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.

Please take a few moments to read the attached declaration. If you accept the obligations outlined, you don't need to do anything except continue to comply with the purchasing and coding requirements as set out on our [Finance webpages](#). If you don't feel able to comply please contact the [Finance Service Desk](#) for advice and to discuss alternative ways to purchase as your card will need to be returned.

If you have nominated someone to complete your purchasing card coding tasks while you are on leave, please remember that you will still need to check and authorise the coding on the finance system and should aim to complete this as soon as you are back at work.

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

## University of Sussex Purchase Card Holder Annual Declaration

**\*DECLARATION** – By accepting responsibility for a University purchasing card I confirm that I am familiar with, and will abide by, the Purchasing Policy and Purchasing Card Guide that can be found on the Finance web pages. This includes completing tasks in accordance with deadlines.

I understand that all card usage must be in accordance with the University Financial Regulations, policy, and procedures. Any card purchases which do not meet the appropriate requirements for the use of University funds will be considered unauthorised and action may be taken to recover the cost from me personally at the discretion of the Director of Finance.

I agree to ensure that all my purchasing card statements are properly coded and authorised to University deadlines and to seek assistance if I encounter any issues with this.

**Failure to abide by the Purchasing Policy or the processes outlined in the Purchasing Card Guide will result in your card being withdrawn from use.**