

Direct email to purchasing card holders from DoF

Dear colleagues,

We've seen another 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.

A number of cardholders have identified that they were sharing cards which is strictly against the rules set Barclaycard and constitutes fraudulent use. I thank them for their openness and would ask that anyone who remains in this position contacts the Finance Service Desk as a matter of urgency. It is simply not acceptable to engage in fraudulent use of Barclaycard, or to encourage or require a colleague to do so, and to do so may result in disciplinary action.

Earlier this year I also requested that any cardholders who are not able to securely store their card for their personal use only must surrender the card whilst arrangements can be made. This remains a requirement for all cardholders.

Annual purchasing card declaration

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 then we will assume that you no longer require the use of a University purchasing card and will withdraw it.

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.

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