PROCUREMENT CARD POLICY

YEOVIL TOWN COUNCIL

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1. Introduction

1.1. This policy has been produced for the Government Procurement Cardholders at Yeovil Town Council.

1.2. The purpose of this policy is to:

- Clearly define the procedures that must be followed by all Government Procurement Card Holders; and
- Clearly define the situations in which card use is and is not appropriate.

1.3. The Government Procurement Card (GPC) is a branded charge card and offers opportunity to improve both the focus and the flexibility of the Council's purchasing processes.

1.4. The GPC is a MasterCard debit card and it looks, and is used, like any normal debit card and is widely accepted within the UK.

1.5. The GPC should be used for ad hoc purchases.

1.6. The card is free at point of use and management information is also free of charge.

2. Benefits of the GPC

2.1. Improvements in the overall efficiency in the purchase and payment process for goods and services, which are expected to be realised mainly within the following areas:

- Suppliers are paid directly by the Card Issuer; the Card Issuer is then reimbursed monthly by Yeovil Town Council.
- Improved cash flow should make the Council's business requirements more attractive to many suppliers, particularly SMEs. The potential for negotiating prompt payment discounts will also be enhanced.
- Allows staff to make greater use of the online purchasing process now preferred by many suppliers.

2.2. In summary, use of the card will enable local needs to be met promptly while giving visibility and local control over purchases, but without having to raise requisitions or purchase orders, or log and process individual invoices.

3. Roles within the GPC Scheme

3.1. GPC Authoriser

The Chief Executive/Town Clerk is the GPC Authoriser who will authorise the issue of additional GPCs to named individual. They will also authorise any changes to credit limits or individual transaction limits.

3.2. Administrator

This will be a member of the Finance Team. The Administrator will be responsible for card administration and management reporting. The Administrator will also be responsible for the liaison and communication with the Cardholder. The Administrator will monitor that the GPC is being used correctly and will report to the Deputy RFO any incidents when they believe it is not. The Administrator will ensure that receipts provided are reconciled to the balance on each individual GPC.

3.3. Cardholder

The named individual is issued with a GPC. The Cardholder is responsible for the use of their procurement card, reviewing their transactions and ensuring that receipts are obtained and passed to the Finance Team. The Cardholder will comply with the GPC procedures (particularly to the appropriate use of the card) and will only use their procurement card in relation to official Yeovil Town Council business.

4. Procurement Card Rules

4.1. These rules apply to all Cardholders and are in addition to the Financial Regulations.

4.2. The Cardholder will receive a procurement card, details of credit limit, individual transaction limits and instructions on how to review transactions.

4.3. The Cardholder will be required to sign a GPC acknowledgement form confirming that they understand the rules, will abide by them and are also in receipt of the card.

4.4. The Cardholder may only use the card for purchases made on behalf of the Council for official Yeovil Town Council business. Use for any other purposes or failure to comply with the rules, will result in immediate withdrawal of the card and may be subject to disciplinary action.

4.5. The procurement card may not be used for personal purchases.

4.6. The Procurement card is to be used by the Cardholder only. It is not permitted to give the card or the card number to someone else to use under any circumstances.

4.7. Procurement cards will not be issued to casual staff.

4.8. All Procurement Card spend will be detailed and made available to public inspection via the Yeovil Town Council website in accordance with the Local Government Transparency Code 2015. Any personal information will be removed prior to publication.

4.9. Limits for Procurement Cards will be authorised by the GPC Authoriser.

4.10. All receipts and all delivery of goods must be to an official Yeovil Town Council address.

4.11. Receipts are not acceptable if they do not show the correct information.

4.12. The payments of the Procurement Card statements will be collected automatically by Direct Debit. This has been set up by the Finance Team. Therefore, the Cardholder is not required to make any payments on receipt of a Statement.

4.13. All Procurement Cards statements and receipts will be held by the Finance Team for 7 years in accordance with the Document Retention Policy.

5. Making a Purchase

5.1. Procurement Cards can be used for:

- All Council business related purchases with an individual transaction limit as authorised by the GPC Authoriser (including VAT);
- Travel arrangements;
- Overnight accommodation (bed and breakfast); and
- The GPC can be used in store, online or over the telephone. The GPC user must ensure that they always use secure websites and reputable suppliers.

5.2. Procurement Cards cannot be used for:

- Items that are included within a corporate contract such as office stationery and furniture, computers and IT accessories, mobile or fixed phones and accessories;
- Personal purchases (including non-work- or work-related social events);
- Fuel;
- Cash;
- Alcohol and Tobacco;
- Subsistence (meals) - this should be claimed through payroll expenses; and

- Capital expenditure projects.

5.3. Before making a purchase, the cardholder must ensure that the amount does not exceed the single transaction limit as authorised by the GPC Authoriser.

5.4. The Cardholder must make every effort to obtain a valid VAT receipt (where applicable) at point of sale. If the VAT cannot be re-claimed the Council will effectively be paying an additional 20%.

5.5. If a VAT receipt is not available at the till, the Cardholder should request a VAT receipt from the Store's Customer Services. For online or telephone purchases the Cardholder should contact the Supplier and request that a VAT receipt be sent.

5.6. A VAT invoice/Receipt must satisfy the criteria set out by HMRC and must include:

- Unique invoice number that follows on from the last invoice;
- Suppliers' business name and address;
- Suppliers VAT number;
- Date;
- The tax point (or 'time of supply') if this is different from the invoice date;
- Customer's name or trading name, and address (Yeovil Town Council at Yeovil Town Council address);
- Description of the goods or services;
- Total amount excluding VAT ;
- Total amount of VAT ;
- Price per item, excluding VAT ;
- Quantity of each type of item;
- Rate of any discount per item [(1)];
- Rate of VAT charged per item - if an item is exempt or zero-rated make clear no VAT on these items [(1)]; and
- Total amount including VAT.

[(1)] If items are charged at different VAT rates, then show this for each

5.7. A simplified invoice can be issued if the value of the supply is under £250.00.

- Unique invoice number that follows on from the last invoice;
- Suppliers' business name and address;
- Suppliers VAT number;
- The tax point (or 'time of supply') if this is different from the invoice date;
- Description of the goods or services;
- Rate of VAT charged per item - if an item is exempt or zero-rated make clear no VAT on these items [(1)]; and

- Total amount including VAT [(1)]

[(1)] If items are charged at different VAT rates, then show this for each

5.8. Payments Outside the UK

- The Cardholder must tell the Supplier Yeovil Town Council's VAT Registration Number - GB 634 502 854 when purchasing the goods; and
- attach a copy of the invoice/receipt to the statement on receipt.

6. Receipt of Statement

6.1. Once the Cardholder has received the Statement they should review each transaction.

6.2. The Cardholder should attach a receipt (valid VAT receipt where applicable) for each transaction.

6.3. The Cardholder should write the correct Budget Code next to the transaction. If they are unsure of the Budget Code, they should leave it blank.

7. Card Security

7.1. The Procurement Card is not a general office card and is only be used by the named Cardholder.

7.2. Giving the Procurement Card or PIN to another person to use is classed as fraudulent use.

7.3. The Cardholder should sign the back of the Procurement card on receipt.

7.4. The Procurement card should be kept as secure place.

8. Lost, stolen or fraudulent use of the card

8.1. A lost or stolen card or a card that has potentially been used fraudulently must be reported immediately.

8.2. The cardholder must contact the bank and confirm the loss to the Administrator.

8.3. The cardholder must complete the "Lost/stolen cards report" for all instances of loss or fraudulent use (including instances where NatWest notify the Cardholder of fraud) and return it to a Card Officer in Support Services.

8.4. The Cardholder ensure that all credits due because of the fraud (if applicable) are refunded to the card.

Yeovil Town Council
25th March 2025
To be reviewed: March 2030

Government Procurement Card (GPC) MasterCard

Cardholder Acknowledgement Form

GPC Cardholder Name: ……...……...

Service: ……...……...

I hereby acknowledge receipt of the GPC (last 4 digits of card number) ……... ('the card'), which has been allocated to me in my capacity as ……., within Yeovil Town Council.

I acknowledge the Single Transaction Limit of £……... and a Monthly Expenditure Limit of £…… placed on the card.

I have received guidance on the use of the card, and have read, understand and will abide by the Procurement Card Policy:

☐ Yeovil Town Council's Procurement Card Policy

☐ Yeovil Town Council's Financial Regulations

I understand that:

- I am the only person to use this card and that I should not give my card details to anyone else.
- the card is to be used for official purposes only, that goods purchased using the card must be delivered to an official address, and that fraudulent misuse of the card is not only a disciplinary offence, but also a criminal offence for which I may be prosecuted.
- the card may be withdrawn immediately in the event of any non-compliance with the procedures.

I accept that issue of the card confers on me delegated authority to purchase, to commit funds and to reconcile the monthly cardholder transactions in a timely manner.

I agree to return the card if I leave the Organisation, or earlier on request.

Cardholder Signature: _____

Date: _____

Administrator Signature _____

Administrator Name: _____

Administrator Position: _____

(FORM TO BE RETAINED BY ADMINISTRATOR)

Government Procurement Card
LOST/STOLEN CARDS REPORT

To: The Administrator

Please complete all sections as appropriate:

Name:	
MASTERCARD no:	

My card has been: (✓)		
Lost	Stolen	Used fraudulently

Details of my last transaction:		
Date:	Supplier:	Transaction value:

Place where card was lost/stolen or used fraudulently (if known):

Bank contact details:	
Date & Time contacted	
Bank Contact name	

Comments regarding the loss:

Cardholder signature:	**Date:**