

Policies, Procedures, Guidelines and Protocols

Document Details		
Title	Finance Procedure S3 : Corporate Credit Card	
Trust Ref No	1892-60626	
Local Ref (optional)		
Main points the document covers	Procedure for accessing and operating the Trust corporate credit card	
Who is the document aimed at?	All staff	
Author	David Court , Head of Financial Accounting	
Approval process		
Approved by (Committee/Director)	Director of Finance	
Approval Date	February 2020	
Initial Equality Impact Screening	Yes	
Full Equality Impact Assessment	No	
Lead Director	Director of Finance	
Category	Finance	
Sub Category	Finance Procedures	
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Required by CQC		
Required by NHLSA		
Other		
Amendments History		
No	Date	Amendment
1	February 2017	Extended to include purchases available on-line only or where on-line is best value Main user of card & reconciliation procedure amended to reflect current processes Minor amendments to request form
2	July 2018	Updated finance contact details to NHS mail.
3	March 2020	Added credit card can be used when remote working and cards can be held by 3 finance staff members. Changed Deputy Director of Finance to Head of Finance.
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Shropshire Community Health NHS Trust

Finance Procedures

Section S Other Finance Procedures S3 Corporate Credit Card

1 – Introduction

- 1.1 This procedure outlines the Trust requirements for accessing and operating the Trust corporate credit card, obtained through the Government Procurement Card (GPC) framework, and issued by RBS. The credit card may only be used in accordance with these procedures and by designated card holders.
- 1.2 The card is only to be used for the following:
- booking of rail tickets and hotel accommodation, either online or by phone, to avoid staff having to pay using their own money and waiting for reimbursement through payroll
 - purchases which are only available on-line or where on-line purchase is best value.
 - Purchases when staff are working remotely which make card payment the most practical option.
- 1.3 The card is not to be used as an alternative to the standard approved ordering procedures through Oracle.

2 – Administrator and card holder responsibilities

- 2.1 Cards will only be held by specific members of the Financial Accounting team, although this will be reviewed should the volume of requests become unmanageable under existing arrangements. The administrator will be the Senior Financial Accountant. Cards will be held by this person as well as 3 Finance staff members, one of whom is the designated main user.
- 2.2 A card must only be used by the designated card holder, who must not, under any circumstances, disclose their individual card number to anyone. It is the card holder's responsibility to ensure that the card and all documentation containing the card number are retained in a secure location at all times. The card must not be taken off Trust premises.
- 2.3 The card holder may only use the card for business purposes – personal purchases must not be charged to the card. Improper use of the credit card is not acceptable and will be dealt with accordingly. Evidence or suspicions of fraudulent activity will result in a referral being made to the Local Counter Fraud Specialist.
- 2.4 The card cannot be used to obtain cash.
- 2.5 Whilst the card is printed with individuals' names, the account and therefore the liability are in the name of the Trust. Consequently there is no impact on personal credit status.
- 2.6 If the card is lost or stolen, the card holder should advise the card administrator who will contact the card provider immediately.

- 2.7 Upon receipt of a new card and PIN the cardholder must:
- a) sign the reverse of the card immediately
 - b) memorise the PIN and destroy the notification letter containing it.
- 2.8 The card administrator must ensure that each card holder signs the Credit Card – Acceptance of Responsibility form attached to this document, returning it to the card administrator who will arrange for it to be put in the individual's personal file.
- 2.9 All cards will bear an expiry/renewal date. A replacement card should be received approximately 14 days before the renewal date. Non receipt should be advised immediately to the card administrator.
- 2.10 Upon leaving the employment of the Trust, or changing role so that the card is no longer appropriate, the card must be returned to the card administrator by the card holder's line manager. It must then be destroyed by cutting through the card number, magnetic strip and chip.
- 2.11 Authorisation for issuing new or replacement cards, amending card details and amending account details may only be given in writing to RBS by one of the RBS account signatories i.e. the Head of Finance, Head of Financial Accounting or Head of Management Accounting.

3 – Purchases using the card

- 3.1 Anyone wishing to have the Trust credit card used to make a purchase needs to complete the "Request for Purchases via Trust Credit Card" form with all the relevant details, including the web site to be used for the purchase. The form needs to be completed electronically, and emailed to shropcom.payables@nhs.net from the approving manager's email address.
- 3.2 In the case of rail tickets, accommodation or courses, the approving manager cannot be the person the purchase is for. In the case of directors, another director can be the approving manager.
- 3.2 An example of the form is at the end of this document. Forms for use can be obtained by emailing shropcom.payables@nhs.net
- 3.3 One of the card holders then makes the purchase on-line or by telephone. This will usually be the designated Financial Accounting Assistant, but cover is provided by the other card holders. Details are then sent back to the person making the request and all backing documentation kept with the request form. The purchases will take place within 3 working days of receipt of a fully completed authorised request form.

4 – Statements & payment

- 4.1 Each month, the card administrator receives a statement from the card provider, detailing all transactions carried out on each card. On receipt this statement is reconciled to the approved request forms for the same period by the Financial Accounting Assistant. The statement is signed as evidence that the reconciliation has been carried out and is correct, and then counter signed by the Senior Financial Accountant.
- 4.2 The Trust makes one payment per month via direct debit to the bank to cover all card transactions.

References & associated documents

None

Reviewed By _____

Date _____

Authorised By _____

Date _____

Request for Purchases via the Trust Credit Card

Best value for money for the Trust must be obtained by sourcing the best deals on line, details of which must be provided with this form to enable booking and payment.

Web site hyperlink	
Supplier to pay	
Details of purchase (e.g. dates, times, station from/to for rail ticket, single/return ticket, hotel & no of rooms for hotel accommodation)	
Amount	
Budget Code	
Employee's Name	
Address for tickets/documents	
Authorising Manager	
Date	

Requests must be e-mailed to payables@shropcom.nhs.uk from the authorising manager. For rail tickets/hotel accommodation/courses, the authorising manager cannot be the individual the purchase is for.

Requests will be processed on receipt of all required information. Allow time for postage.

Corporate Credit Card – Card Holder Acceptance of Responsibility

Card number	
Valid from	
Valid to	
Card holder name	

I can confirm that I have received and signed the above card and will keep it in a secure, locked location when not in use. I will commit the PIN number to memory.

I agree to use the card only in accordance with the application form details and the Trust's Corporate Credit Card procedure.

If the card should need to be reported lost or stolen, I will inform the card administrator as soon as possible so the card can be cancelled.

Signed	
Name	
Date	