

Corporate Card Quick Guide March 2014

You the cardholder make the purchase & always obtain a VAT original receipt & files away in voucher file – it's a good idea to annotate the voucher at the time of purchase



Regularly update [Spend Management](#) Submit your vouchers to your approver



Ensure description is brief but meaningful & amend folder if required & amend account code & insert trip no. & country code if travel related



Ensure all vouchers are sent to Procurement
Finance will upload completed transactions weekly to Agresso

Conditions of Use

Cardholders must comply with the conditions of use - contact Procurement if in any doubt

Card Security

Cardholders must keep their card number, expiry date and card security number confidential.

No details of the card are to be shared with any other person.

If you suspect your card details are compromised phone Procurement on ext. 6006/6243/6420 immediately or telephone Barclaycard in UK 0844 822 2140 or +44 (0) 1642 876 676 if abroad

What can I buy?

Corporate cards are mainly for out of pocket expenditure whilst away on business such as meals including hospitality. Avoid using corporate cards for purchasing travel tickets - most staff should have access to a travel purchase cardholder who will arrange & purchase your travel. No personal purchases are permitted

Internet Security

Only buy from sites that have a secure server - i.e. the address must start with **https://** - there should also be a small padlock or unbroken key at the bottom of your screen