

Terms/Conditions & Procedures for Lloyds Corporate Card Use

These are provided to ensure that both the Combined Authority and you are protected when using the Lloyds Bank Corporate Card. They are also to inform you of the associated finance procedures that need to be followed. Failure to adhere to these guidelines/instructions may result in disciplinary action being instigated.

It is the cardholder's personal responsibility to ensure the card is stored securely and safely (in the same way you would store your own credit/debit cards). You are responsible for the card and PIN number you have, and you must not share your card details with anyone else.

The number on the card is to be given out each time it is used. Service providers should not store any card details for future use. Any exception to this must be confirmed by Finance

In line with the Combined Authority's contract standing orders, cards are intended for small value purchases of less than £500 only. There is a separate process to cover general procurement of goods and services, and the issue of a card does not mean these can be avoided. The main areas where cards can be used are listed below

1. UK based travel and accommodation bookings (Office Facilities, Mayor's Office, Deputy Mayor's Office and UTG only)
2. Goods that can only be bought via the internet and payment by card is required (mainly ICT, Communications and UTG)
3. Foreign travel, related accommodation and miscellaneous expenses and UK based hospitality (Economic Services only)
4. The purchase of short notice/emergency goods & services (mainly Directors/Heads of/PAs)
5. Petty cash and postage for use by the PCC whilst at Ploughland House (this is a temporary arrangement)
6. Other small value purchases

If you are unclear whether card use is appropriate in your circumstances, please contact Finance for confirmation.

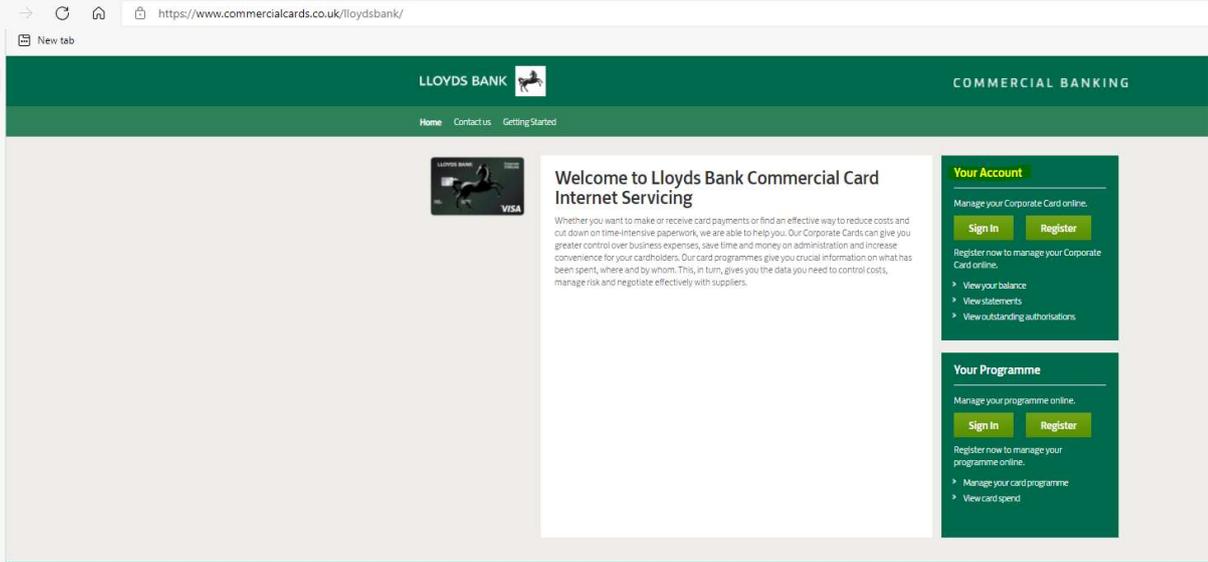
You are required to obtain a receipt each time you make a purchase. Where there is VAT, the amount needs identifying on the receipt so that it can be recovered from HMRC. Please note that an order confirmation is not a receipt. You are also required to update your monthly purchasing card transaction log each time the card is used detailing the date, supplier, description of spend, amount and the budget code to be charged. The transaction log template can be found on the Finance Intranet.

You must check this log to the monthly Lloyds card statement, certify and then email with the receipts and any other email confirmation to the appropriate budget holder in your Department for authorisation. If you are already a budget holder, this will need emailing to the budget controller. If you are unsure who should authorise, please contact Finance.

Once authorised, the log, receipts and statement must be emailed to Finance for processing. Once this is done, transactions will then appear in cost reports.

The only exception to this transaction log requirement is for travel & accommodation bookings made by Office Facilities. This is as there is a separate Proactis based process for these due to bookings being centralised and consolidated, which enables line manager/budget holder approval

In order to access your card statement, you must register with Lloyds Bank Commercial Card Internet Servicing (Your Account), where the monthly statement can be viewed and downloaded. Statements are available as at the 17th of each month (or next working day if a weekend). Finance will send you a monthly reminder when it is available. You can then download and check your log and obtain authorisation before forwarding them to Finance for processing.



Please note that payment in full is taken from the CA's bank account via direct debit early the following month.

Should your card be lost/stolen, then you must immediately inform Lloyds bank and one of the following. The Lloyds bank number is in the reverse of the card



Please sign below to confirm your acceptance of the conditions attached to card use. Thankyou

Signed..... [redacted]

Name..... [redacted]

Job Title... [redacted]

Date.....08/10/2021