

## Authorisation to Apply for a QMUL Purchasing Card

**Purchasing Cardholder Applicant**

**Transaction Limits**

Single & Monthly

**Name** .....

**Signature** .....

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**Please read before completing this, and the corresponding application.**

**Appropriate business spend** – purchasing cards are only to be used for appropriate business expenditure, typically **low value items** that cannot be purchased via the Agresso finance system. Additionally the purchasing card may facilitate expenses when a member of staff is travelling, but this spend should be **in accordance with the Travel and Expenses Policy**, in particular limits for subsistence. HMRC audits usually focus on spend in this area when cards are used inappropriately for personal spend or for amounts greater than the permitted subsistence limits. Please also note that spend on purchasing cards has previously been requested, and released, under a Freedom of Information inquiry, so again, please ensure that expenditure is only for appropriate business spend.

When booking travel and accommodation use the Key Travel Online Booking system. For further details, please see the expenses policy. Please use our preferred suppliers for stationary where possible. In the event that this is not possible, please contact the Procurement Office.

<http://qm-web.finance.qmul.ac.uk/policies-procedures/expenses-policy/>

The card should **not** ordinarily be used for **business or staff entertaining**, this should be scheduled on an expense claim form with the appropriate supporting documentation and list of attendees. Any gifts or hospitality received or given are required to be recorded on the gift and hospitality register.

Please see <http://qm-web.finance.qmul.ac.uk/policies-procedures/>

<https://webapps2.is.qmul.ac.uk/gifts/>

I agree it is my responsibility to retain the receipts for my expenditure for audit purposes, and particularly in support of research grant spend. Please note that receipts need to be retained for a period of six years, not including the current financial year.

**Please indicate what you anticipate using a Purchasing Card for, and how often:**

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**Purchasing Cardholder's Authoriser – this is who will approve your Card spend via Agresso workflow)**

Name ..... Signature .....

Department .....

I acknowledge that the Cardholder will be authorised to make purchases from my budget code/s and that the expenditure will be charged to these codes accordingly.

I agree to ensure that cardholder expenditure is independently authorised.

I shall keep the list of authorised Personnel under review and I will inform QMUL Accounts Payable Helpdesk immediately if any cardholder leaves the University, to ensure their card is cancelled.

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**Head of School/ Institute/Department Director**

Name ..... Signature.....

Department .....

Date .....