

## **Guidelines for Corporate Credit Cards**

The GLA has a limited number of corporate credit cards to facilitate the purchasing of goods and services in emergencies and when travelling abroad. All cardholders must adhere to the guidelines below and sign the attached terms and conditions on receipt of the card.

- Credit cards must only be used for GLA business, they should not be used for private expenditure
- Credit cards must only be used where no other means of purchasing is available
- Cardholders must comply with the GLA's contracts code of practice at all times
- Cardholders must comply with the GLA's Expenses and Benefits Framework at all times, particularly in relation to subsistence, hotel accommodation and business entertaining
- Cardholders must check the terms and conditions of suppliers when using their card, particularly in relation to cancellation arrangements
- When travelling abroad, every effort should be made to book travel and accommodation in advance (and if necessary hotels can be booked through Core Finance) and the card should only be used for incidental expenses such as meals
- The cardholder is responsible for ensuring that the GLA secures value for money at all times
- The cardholder must account for all expenditure on the card and provide receipts and supporting documentation
- The card should be used only by cardholder for their own expenses or the legitimate expenses of a group travelling together (for instance, a meal for a group of GLA staff on a trip abroad)
- If these Guidelines and the Terms and Conditions are not adhered to the card may be withdrawn

## **Terms and Conditions for Corporate Credit Cardholders**

1. Corporate Credit Cards should only be used in exceptional circumstances.
2. The GLA issues Corporate Credit Cards where
  - Staff are likely to travel abroad frequently and for several days at a time, possibly with a group of Mayoral Advisers, Members and other staff, and will incur considerable expenses on these trips
  - Staff need to purchase goods which cannot be acquired using the GLA's standard purchasing methods

### Appropriate Use of the Card

3. All cardholders must adhere to the Guidelines for Corporate Credit Cards at all times.
4. Corporate Credit Cards must only be used for GLA expenditure, there should be no private use.
5. Corporate Credit Cards must only be used where it is not possible to use the GLA's standard purchasing and payment methods (i.e. raising an order, receiving an invoice from the supplier, and paying by cheque, BACS or bank transfer). Other alternatives, such as obtaining a cash advance or making payment from personal funds and then recovering the cost through the Expenses and Benefits Framework should also be considered.
6. The holder of the Corporate Credit Card is personally responsible for the card and its use.
7. The holder of the Corporate Credit Card is responsible for any expenditure that the Executive Director of Finance and Performance, or his/her nominated officer, considers falls outside the Guidelines for Corporate Credit Cards.
8. Any expenditure that is considered as inappropriate by the Executive Director of Finance and Performance, or his/her nominated officer, will be deducted in full from the officers next months pay.
9. Under no circumstances will the cardholder lend the card to any other person.
10. Under no circumstances will the cardholder incur inappropriate expenditure on the card that has been requested by any other person. It is acceptable to use a corporate credit card to pay for a meal for a group of Mayoral Advisers, Members or GLA staff travelling abroad together, within the terms of the Expenses and Benefits Framework. However, it would not be appropriate to use the card to pay for hotel bills for others where these could and should have been paid in advance.

### Lost and Damaged Cards

11. If the Corporate Credit Card is lost, the holder must report the loss immediately to the card issuer (National Westminster Bank on 08706 000 459 – 24 hrs), and then to the Executive Director of

Finance and Performance, or his/her nominated officer, and to the Accountant, Treasury Services (Internal – 4144; External – 020 7983 4144).

12. If the Corporate Credit Card is lost, the holder will be responsible for all expenditure that cannot be accounted for or is not covered by any insurance cover and/or the credit card company.
13. If the Corporate Credit becomes damaged, the holder must report the damaged card to the card issuer and to the Executive Director of Finance and Performance, or his/her nominated officer. The holder must immediately destroy the card by cutting the card in half and bring the destroyed card to the Executive Director of Finance and Performance, or his/her nominated officer as soon as practically possible, but at least within 2 working days.
14. The Executive Director of Finance and Performance, or his/her nominated officer will order all replacement cards and these can take up to 30 working days to arrive.

#### Accounting for Expenditure and Providing Supporting Information

15. Details of all purchases shown on the statement for the card must be recorded on the Transaction Log provided.
16. All expenditure that is shown on the statement must also be supported by:
  - a transaction receipt (a receipt acceptable to all VAT regulations) which shows what goods, materials or services have been received, and
  - a credit card receipt for the transaction (if the transaction receipt incorporates the credit card receipt then a separate credit card receipt will not be required).
17. If a telephone transaction has to be made, the officer will be expected to complete the Transaction Log and request from the supplier a confirmation receipt (a receipt acceptable to all VAT regulations), to be forwarded to Accountant (Exchequer Services) at the Greater London Authority.
18. If at any time a transaction is to be credited to the card, the credit will be treated in the same way as if it was expenditure i.e. requiring full supporting evidence.
19. If at any time a transaction or credit card receipt is destroyed whilst being produced by the vendor, the holder must request a duplicate receipt. If a duplicate receipt cannot be produced the cardholder must request written confirmation from the vendor of the amounts paid and what the expenditure was for on official headed paper.
20. All statements will be received by Accountant (Exchequer Services), Financial Services– Extension 4146. When the GLA receives a statement, a copy statement will be forwarded to the cardholders normal place of work with 2 working days. The holder should confirm receipt of the statement by email, telephone call or letter within 1 working day of receiving the statement. The cardholder should forward to the Executive Director of Finance and Performance, or his/her nominated officer the copy statement and all transaction/credit card receipts and transaction log within 5 working days of the CCC holder confirming receipt of the copy statement.
21. As noted above all statements should be sent directly to Financial Services. However, if the cardholder receives a statement directly for payment, the statement and all transaction/credit

card receipts must be forwarded for payment to the Executive Director of Finance and Performance, or his/her nominated officer within working 5 days of the date of the statement.

Control of cards

- 22. When the cardholder is on annual leave for a period greater than 5 working days, they will ensure that the card is returned to the Executive Director of Finance and Performance, or his/her nominated officer for keeping in a safe controlled by Financial Services. It is expected that when the cardholder has the card it will be kept secure at all times.
- 23. Whenever the cardholder receives the card from the Executive Director of Finance and Performance, or his/her nominated officer, they will sign a receipt for the card.
- 24. The Executive Director of Finance and Performance, or his/her nominated officer, has a right to request the return or withdrawal of the card at any time. When such a request is made, the cardholder must return the card to the Executive Director of Finance and Performance, or his/her nominated officer within 2 working days.
- 25. Any contravention of these guidelines will be fully investigated and appropriate action may be taken in line with the GLA's Disciplinary Procedure.
- 26. If the cardholder resigns from their current post, they will immediately hand in their card to the Executive Director of Finance and Performance, or his/her nominated officer, regardless of the period of notice the officer has to serve.

Credit Limit

- 27. The initial Credit Limit for your card is **£5,000.00. (Five Thousand Pounds)**.

Declaration

- 28. I hereby confirm that I fully understand, accept and agree to abide by the Corporate Credit Card Guidelines and Terms and Conditions above.
- 29. The Executive Director of Finance and Performance, or his/her nominated officer, is authorised to make deductions from my salary where The Executive Director of Finance and Performance, or his/her nominated officer, considers that the Corporate Credit Card holder has breached any of the above conditions. The cardholder will be notified in writing of the amount to be deducted and the schedule of repayment.

Name: Ian Clement

Signed: *Ian S. Clement*

Dated: *17-06-08*