

CASH OPERATIONS

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**PURCHASING CARD TERMS AND CONDITIONS**

Please read the following terms and conditions carefully:

1. Purchasing cards may only be used for bona fide University purchases within the agreed limits set on your card. Each card has a transaction limit, monthly credit limit and authorised merchant categories. Holders may only use their cards for the approved merchant categories and must remain within agreed limits. Use of a purchase card for anything other than University business will be treated as a disciplinary offence.
2. College Managers or Directors of Services (or delegated authority) may authorise changes to cardholders' limits and merchant categories.
3. Purchasing cards may be used for the one-off use of essential suppliers not on the Supplier List (Active P1 Ledger). They may also be of use for making emergency, off-site or out-of-hours purchases.
4. Purchasing cards should **not** be used for any of the following:
  - personal purchases;
  - purchases by anyone other than the member of staff to whom the card has been issued;
  - purchases of goods and services that are high value, risky, complex, or available on a current contract. (These goods and services are to be procured using competitive tenders, framework agreements or other arrangements that maximise the University's spending power and manage the risks of procurement).
  - purchases of alcohol as part of a subsistence claim
  - to divide transaction costs for a purchase from a single supplier in order to avoid the specified transaction limit.
5. The cardholder will provide detailed documentation showing the supplier name and address, the items purchased, the price paid, VAT payable, and information about any additional charges such as delivery, together with an acknowledgement that payment has been accepted.
6. VAT receipts should be obtained for all UK purchases. These can be requested from the supplier if one is not automatically given. VAT cannot be recovered without a valid tax invoice.
7. Cardholders must submit the analysis using the online expenses system by the deadline specified on the notification email.

**Unless Finance Services have been notified of a valid reason for a delay in submitting your analysis, we reserve the right to suspend the card.**

8. Cards must be surrendered if you are leaving the University of Exeter or the card is no longer required.

I confirm that I have read and understood the above, and that I understand that my card may be suspended/cancelled if I do not comply with these terms and conditions.

Cardholder Name (block capitals) .....

.....  
Cardholder signature

.....  
Date