

## **Purchase cards & Application form (1.03 v07)**

### **Summary**

Procedures for use of a Berkshire Scouts purchase card.

### **Purchase card policy**

1. Purchase cards may be made available to volunteers and others to assist in the delivery of the charitable or governance activities of Berkshire County Scout Council.
2. Application for a purchase card must be made using the approved form which, after being countersigned by the applicant's line manager, should be mailed to the County Office (details below).
3. (a) In cases where the applicant has an appointment within Scouting in Berkshire the County Commissioner will indicate in writing/email that prior DBS checks do not preclude the application being considered by the CEC;  
(b) In cases where the applicant does not have an appointment within Scouting in Berkshire, an appointment procedure will be initiated to facilitate a DBS check request. The procedure will then follow (a).
4. After the application has been approved the County Treasurer will initiate the procedure to request the Bank to issue the purchase card. This will be sent to the holder's home address as listed on the application. The purchase card holder will be notified of the approval status by the CEC.
5. The purchase card holder must follow the Berkshire Scouts Purchasing procedure (1.05) at all times.
6. In the event of the termination or change of role, the purchase card must not be used after that change or termination.
7. The purchase card is to be used solely for approved purchases on behalf of Berkshire Scouts.
8. The purchase card holder must send copies of purchase card receipts for purchases (attached to a copy of the monthly statement) to [accounts@berkshirescouts.org.uk](mailto:accounts@berkshirescouts.org.uk) each month.
9. The purchase card holder must prepare an annotated copy of the purchase card statement with notes to indicate which budget code each item should be charged to.
10. This statement must be sent to the purchase card holder's line manager for approval (which can be done by email) who will forward it to [accounts@berkshirescouts.org.uk](mailto:accounts@berkshirescouts.org.uk) monthly.
11. If purchases are made by mistake which are not approved purchases on behalf of Berkshire Scouts, the purchase card holder must inform [accounts@berkshirescouts.org.uk](mailto:accounts@berkshirescouts.org.uk) without delay. The purchase card holder will be informed on the procedure to repay the monies which must be completed immediately. Any such items must be identified on the purchase card statement.
12. The purchase card holder must comply with the procedures and conditions of the issuing Bank of the purchase card which will include the security of the card and the associated PIN.
13. If the purchase card holder anticipates the approved purchase of high value items (items larger than the anticipated single item spend details on the application form) they must inform the County Treasurer beforehand so that any steps which are required to facilitate the purchase are made in advance of purchase.
14. The purchase card holder must inform the issuing Bank immediately if the card is lost or stolen and keep a record of the notification.
15. The purchase card holder must also inform the County Treasurer immediately if the card is declined, lost, or stolen (via [accounts@berkshirescouts.org.uk](mailto:accounts@berkshirescouts.org.uk)).

16. If the purchase card holder has any doubts or queries about the use of the purchase card they should seek advice and help from the County Treasurer, or if unavailable, their line manager.
17. The use of each purchase card is monitored on a regular basis by the CEC and serious breaches of the listed procedure may result in the cancellation of the purchase card. The CEC reserves the right to withdraw and cancel a purchase card at any time.
18. Holders of purchase cards must return the purchase card and associated information to the County Office on the termination of the event or their role.
19. The use of the purchase card will remain valid for 2 years from the date of approval. If continuing use is required a further application will be required.

See page 3 for Application Form.

**Other relevant procedures**

Purchasing procedure (1.05)

Expenses procedure (1.08)

Last modified 19 January 2016

**This form must be completed in full in order to request a BCSC Purchase card**

Full Name		
Scouting role		
Address including postal code		
Previous address including postal code if you have lived at the above address for less than 3 years	Date moved to above address:	
Telephone	Home: Mobile: Business:	
Email		
I will use the purchase card for	<input type="checkbox"/> My general duties	
	<input type="checkbox"/> A specific event/activity (please list event/activity below):	
Anticipated Maximum spend per item	£	Standard credit is £500
Anticipated Maximum Spend per month	£	Standard credit is £500

I have read and understood the Purchasing policy of BCSC (1.05) as well as the conditions and Procedures above for the use of a Berkshire Scouts purchase card if issued to me.

Signature
Date

I approve this application for a Berkshire Scouts purchase card. I am the line manager of the applicant.

Signature
Date