

## **Berkshire County Scout Council**

### **Procedures**

#### **Purchase Cards (1.03 v08)**

##### **Summary**

Procedures for use of a Berkshire Scouts purchase card.

##### **Purchase card policy**

1. Purchase cards may be made available to volunteers and BCSC staff to assist in the delivery of the charitable or governance activities of Berkshire County Scout Council.
2. Purchase cards can be issued to volunteers and BCSC staff who are in a role where they spend amounts that are beyond what might be spent and then claimed back via the expenses process.
3. The County Administrator will maintain a list of volunteers and BCSC staff to whom purchase cards have been issued. The list will be reviewed and updated on an annual basis.
  - (a) In cases where the volunteer has an appointment within Scouting in Berkshire the County Commissioner/Lead Volunteer will indicate in writing/email that prior DBS checks do not preclude the application being checked by the Finance and Risk Sub-Committee (FRSC) and considered by the CTB;
  - (b) In cases where the volunteer 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 issuing of a purchase card has been checked by the FRSC and approved by the CTB, the County Administrator will initiate the procedure to request the bank to issue the purchase card. This will be sent to the County Office. The purchase card holder will be notified of the approval status by the CTB.
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 the County Administrator ([countyadmin@berkshirescouts.org.uk](mailto:countyadmin@berkshirescouts.org.uk)) each month.

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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. This should be sent to the County Administrator ([countyadmin@berkshirescouts.org.uk](mailto:countyadmin@berkshirescouts.org.uk)) copying the purchase card holders line manager.
10. If purchases are made by mistake and are not approved purchases on behalf of Berkshire Scouts, the purchase card holder must inform the line manager and the County Administrator ([countyadmin@berkshirescouts.org.uk](mailto:countyadmin@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.
11. 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.
12. If the purchase card holder anticipates the approved purchase of high value items, they must inform the County Treasurer (via [countyadmin@berkshirescouts.org.uk](mailto:countyadmin@berkshirescouts.org.uk)) beforehand so that any steps required to facilitate the purchase are made in advance.
13. Any requests to increase the credit limit on the purchase card must be reviewed by the FRSC and approved by the CTB.
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 [countyadmin@berkshirescouts.org.uk](mailto:countyadmin@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 from the line manager.
17. The use of each purchase card is monitored on a regular basis by the County Administrator and line manager and serious breaches of the listed procedure may result in the cancellation of the purchase card. The CTB 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.

### **Other relevant procedures**

Purchasing procedure (1.05)

Expenses procedure (1.08)

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