# **NCC PURCHASING CARD APPLICATION FORM**

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| PLEASE READ THE COMPLETION NOTES AT THE END OF THIS FORM, FAILURE TO COMPLETE THIS FORM IN FULL WILL RESULT IN YOUR APPLICATION BEING RETURNED IMMEDIATELY |

## **Applicant Information**

|  |  |
| --- | --- |
| Applicant Name |  |
| Employee Number |  |
| Full Business Address (Including postcode) |  |
| Phone number |  |
| Email Address |  |
| Directorate | Select |
| Section |  |

## **Barclaycard Spend Manager Approver Information**

|  |  |
| --- | --- |
| Approver Name |  |
| Employee Number |  |
| Full Business Address (Including postcode) |  |
| Phone Number |  |
| Email Address |  |
| Directorate | Select |
| Section |  |

## **Line Manager/Budget Holder Information**

|  |  |
| --- | --- |
| Line Manager/Budget Holder Name |  |
| Employee Number |  |
| Phone Number |  |
| Email Address |  |
| Directorate | Select |
| Section |  |

## **Purchasing Card Limits**

Total monthly credit limit is £250 unless otherwise stated

|  |  |
| --- | --- |
| If more than £250 limit is required – state how much | £ |
| Justification |  |
| Nominate your single transaction limit within your monthly credit limit | £ |

## **Default Cost Centre**

Each card has a default cost centre, but the cost centre can be changed within Barclaycard Spend Manager

|  |  |
| --- | --- |
| Default Cost Centre |  |

## **Signatures**

I am over 18 years old and request the use of a Corporate Purchasing Card. I will immediately notify any changes to the above information to [purchasingcards@norfolk.gov.uk](mailto:purchasingcards@norfolk.gov.uk) FES Payments Team

|  |  |  |
| --- | --- | --- |
| Signature of Applicant |  | Select |
| Signature of Barclaycard Spend Manager Approver |  | Select |
| Signature of Line Manager/Budget Holder |  | Select |

## **Completion Notes**

* All sections of this form must be completed. Failure do to do so will result in the paperwork being returned to the applicant which will delay the issue of the card.
* Each card application requires authorisation from the applicant’s line manager or the person responsible for the budget for the nominated cost centre.
* Each applicant must also nominate an approver who will be required to log into **Barclaycard Spend Management (BSM)**.

BSM is the software system used to support Barclaycard spend. This is an online system to which all transactions are fed into. Each cardholder and their nominated approver will be given access to the system when the card is issued. The cardholder will be required to review and update/amend the coding for each transaction and add a relevant description for the purchase.

The nominated BSM approver should be somebody with relevant budget knowledge/authority who will be required to log in on a monthly basis to check and approve that the transactions are coded appropriately. This to achieve correct coding at source to aid spend monitoring and obviate the need for journals.

* Each application will require 3 signatures:

1. The Applicant
2. The nominated BSM Approver – to approve the coding in BSM
3. The applicant’s line manager/RBO – to authorise the applicant to make purchases on behalf of Norfolk County Council via a corporate purchasing card.

* If you have any questions about the completion of this form please contact FES Payment Team at [purchasingcards@norfolk.gov.uk](mailto:purchasingcards@norfolk.gov.uk)