

Address Line 3

Address Line 4

Postcode

Country of residence
 Great Britain OR Other If 'Other', please specify

Please see extract below from the RBS Application Form:

- 2. Cardholder details** – Anti-money laundering regulations require that we obtain certain information, including full name, date of birth, nationality and residential address of cardholders.
- 2. Cardholder's telephone number and email address** – Failure to provide these details may delay transaction authorisation.

6. How are my personal details used by bank and the University?

Please check the Purchasing and Corporate Cards **Privacy Notice** on the Procurement webpage under the Procurement Team tile.

<https://www.gla.ac.uk/myglasgow/procurementoffice>

7. On the RBS application form, do I need to write an address under the “Correspondence Address”?

Yes, it is not optional, RBS requires both your personal address and your work location address in all applications.

Correspondence address (optional)

Only required where cards or statements are being posted to you directly.

Please

provide your correspondence address below, or if this is the same as your residential address above, please mark here

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode

8. Will the bank undertake a personal credit check against my name?

No, a credit check is not carried out on individual cardholders. The bank only performs credit check/risk assessment under the University name.

9. What do I need to do when I have received my first card?

Send your initials and the last 4 digits of your card Findata findata@glasgow.ac.uk who will provide you with you Agresso Supplier ID, in order to undertake your reconciliation.

10. What is the deadline to reconcile my Purchasing Card?

Deadline for receipt of submission of Line Manager Approval and Transaction Log into the Accounts Payable inbox is **15th of each month**,

Please refer to the Finance Office Procedures which can be found here:

11. Who should I contact if I have queries regarding my reconciliation on Agresso?

Please contact the Agresso team via their Helpdesk <https://www.gla.ac.uk/help>

12. I will be on a secondment for a few months and will not need to use my Purchasing Card, should I let anybody know?

Yes, please advise the Procurement administrator (Marylise.Tate@glasgow.ac.uk) who will put a temporary lock on your card. You will have to advise when you need to use your card again in order for it to be unlocked.

This also applies to maternity leave.

13. Can I use my Purchasing Card for catering / hospitality?

No, those merchants are blocked on your card. Purchasing Cards cannot be used for restaurants, hospitality or entertainment expenditure in any circumstances.

14. Can a colleague use my Purchasing Card?

No. Only the named person on the Purchasing Card can use the card, it must not be borrowed or otherwise passed to anyone else for any reason whatsoever.

15. Can I use my Purchasing Card for personal use?

No, Purchasing Cards must not under any circumstances be used to facilitate personal purchases for the cardholder or anyone else even where the intention is to refund the amount paid.

16. Can I use my Purchasing Card even if the supplier is on Agresso?

No, Purchasing Cards holders must NOT use their Purchase Card for purchases when the Supplier is registered and active on Agresso.

17. My Purchasing Card is due to expire in the coming months, can I ask RBS to send the new Purchasing Card to my home address?

No. All Purchasing Cards must be sent directly to the University address for the attention of Procurement, who register and record the Purchasing Card details. The card is then posted to cardholders via DHL.

18. Can I reconcile a transaction log for a purchasing cardholder who has left the University?

Yes, please contact the Purchasing Card administrator (Marylise.Tate@glasgow.ac.uk) to obtain a copy of the bank statement.

19. Can I use the Card on EBay and with Paypal?

It is not permitted to open an EBay account or a Paypal account with a University Purchasing Card.

20. Can I use my Purchasing Card to purchase items on Amazon?

Yes, for example to purchase journals. You must set up a Business Account on Amazon.

21. Can I put an AirBnB charge through my purchase card?

It is not permitted to use AirBnB on a University Purchasing Card.