CONDITIONS OF APPLICATION FOR A UNIVERSITY OF GLASGOW CORPORATE CARD

Any member of staff can apply for a University of Glasgow Corporate Credit Card (UGCC) however that member of staff must have a genuine operational requirement for applying for a card, generally defined as those members of staff who undertake, or expect to undertake, significant and regular travel on behalf of the University resulting in a high degree of personal expenditure being frequently incurred, typically, no less than an average of £200 per month.

The following conditions apply;

The University Expenses Procedure will apply at all times, the UGCC is a means of incurring legitimate expenses which would otherwise have been incurred by a different method of payment via the Expenses and Hospitality Procedure. The procedure can be found on the Finance Office web-site at [http://www.gla.ac.uk/services/finance/staff/pay/expensesprocedures](http://www.gla.ac.uk/services/finance/staff/pay/expensesprocedures)

Credit card expenditure must be recorded on the Core Expenses system on a regular basis and, at the latest, within three weeks of receipt of the credit card statement.

UGCC holders must reconcile their credit card statement within four weeks of receipt and forward it, signed and authorised, to the Pay Control Section of the Finance Office (Tay House).

Cash cannot be withdrawn with the UGCC and this option must not be chosen when applying for a card.

The University's normal Financial and Procurement rules apply to all University expenditure, however incurred. The UGCC must not be used to circumvent those rules, by, for example, purchasing goods or services, which would ordinarily be bought by Purchase Order or Purchasing Card.

Personal expenditure is not allowed. Any non-allowable expenditure incurred will be automatically recovered by the Finance Office in the next salary run. Misuse of a UGCC will result in the card being withdrawn and disciplinary action will follow.

Failure to follow the rules contained in the ‘conditions of use & operational procedures’ manual will result in the card being withdrawn and disciplinary action will follow.

All applications for a UGCC must be approved by the relevant Head of School/Service/College and the appropriate Head of Finance before being submitted to the Finance Office for final approval by the Director of Finance or Group Financial Controller.

UGCC cardholders must inform the University immediately if they cease to become an employee for any reason and return the card (see contact details below).
CONDITIONS OF APPLICATION FOR A UNIVERSITY OF GLASGOW CORPORATE CARD (UGCC)

Statement with Supporting Reasons for applying for a UGCC

I have read, understood and agree to all of the conditions of application and would like to apply for a UGCC. I also authorise the University of Glasgow to deduct any costs from non-returned statements, or any costs identified by the Finance Office as, misuse or non-allowable from my monthly salary.

Name (Block Capitals) .................................................................

Signature ..............................................................................

Staff Number ........................................................................

Date ....................................................................................... 

I approve the issue of a UGCC (Head of School / College / Authorised Signatory to sign)

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Name (Block Capitals) .................................................................

I approve the issue of a UGCC (Head of Finance to sign)

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Name (Block Capitals) .................................................................

I approve this application (Director of Finance or Group Financial Controller to sign)

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Page 2 of this form should be completed and returned to Kathy Watson, a Cardholder Bank Application Form and conditions of use document will then be forwarded to you for completion.

Please contact Kathy Watson, Procurement Office. Kathy.Watson@glasgow.ac.uk, ext.4113 for any further information.