

PURCHASING CARD – EXPENDITURE APPROVAL FORM

It is important that appropriate authorisation of requirements and approval to commit funds is obtained before Purchasing Cardholders purchase goods/services. Whilst the use of Requisition Forms for purchasing card transactions may be preferred, it is recognised that Heads/Directors may wish to delegate authority to Cardholders (and Cardholder Nominees if applicable) to commit funds using purchasing card, without prior approval, thereby removing the need to use a Requisition Form for each transaction. This form provides the facility to put such an arrangement in place.

Please therefore indicate below whether you wish to give your Cardholder – and Cardholder Nominee if applicable - the authority to undertake purchasing card transactions, without prior approval (Section A), or whether you require requisitions to be raised for all purchasing card transactions (Section B). As transactions are reconciled using the Qfis Purchasing Card Module, each completed transaction will ultimately be approved by an authorised signatory for the named cost centre(s), following reconciliation of that transaction.

(Please note that giving a Cardholder/Nominee the authority to undertake transactions, without prior approval, will mean that he/she will have access to charge all project codes against the named cost centre(s).)

***On completion of this form, please return, in hard copy, to:
Lorraine Stobo, Procurement Office, Admin Building***

School/Directorate/Institute/Unit

Head/Director (name printed)

Head/Director (signature)

A: Authority to undertake transactions without prior approval

I wish to give my Cardholder and his/her Nominee the authority to purchase goods/services, as requested by users within my School/Directorate/Institute/Unit, without first obtaining the required approval. Please tick ☐

Cardholder		Signature	
Nominee		Signature	
Monthly Limit		Single Transaction Limit	
Cost Centre[s] <i>Please list</i>			

(Please use a separate form for each Cardholder and associated Nominee)

B: Requisitions to be raised for all transactions

I do not wish to give my Cardholder(s) or his/her Nominee(s) the authority to purchase goods/services, as requested by users within my School/Directorate/Institute/Unit, without first obtaining the required approval. Please tick ☐

I understand that this will require each transaction to be individually authorised using Requisition Forms which will be retained within my School/Directorate/Institute/Unit and subject to audit.

(Procurement Office use only)

Date received		Verified by System Administrator (signature)	
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