

<b>SUBJECT:</b>	<i>Procurement Cards</i>
<b>REPORT OF:</b>	<i>Director of Resources</i>
<b>RESPONSIBLE OFFICER</b>	<i>Rodney Fincham, Head of Finance</i>
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<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

- 1.1 To provide the Audit & Standards Committee with information on the procurement card processes.

### RECOMMENDATION

1. To note the information in the report.

## 2. Guidance on the Use of Procurement Cards

- 2.1 Heads of Service have to approve any new Procurement Card, and the recipient is required to sign an 'Employee Undertaking Form'. See appendix A. This document includes the Guidance on the Use of Procurement Cards.

## 3. Transaction Logs

- 3.1 Each month employees are required to download their Procurement Card statement, and return a Transaction Log (Appendix B) along with supporting VAT receipts to the Finance team.

## 4. Checking of Expenditure

- 4.1 When the transaction logs are submitted to Finance a reasonableness check is undertaken on the expenditure, and queries are raised with the card holders as required.
- 4.2 In addition on a quarterly basis, a list of all procurement card expenditure is produced by the Finance team, reviewed by the Head of Finance, and then published on the website.  
<http://www.chiltern.gov.uk/procurement-card-transactions>
- 4.3 Internal Audit also reviews the Procurement Card processes annually, and this includes verification of a sample of transactions. This is an 8 day audit and costs £2,400.

**5. Transaction Limits**

- 5.1 Appendix C lists the current card holders and their transaction limits. These are reviewed / checked by Head of Service every 6 months, as part of checking the Authorised Signatory List.

**6. Analysis of Spend**

- 6.1 An analysis of the 2017/18 procurement card spend was considered by the Audit & Standards Committee on 16 July 18. A copy of which is attached as appendix D.

<b>Background Papers:</b>	None
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