Can someone with a frequent traveller purchase card use it to buy goods when they are on campus?

Frequent travellers are not normally permitted to use their cards for non-travel related purchases. They should use YEP or ask a departmental cardholder to purchase on their behalf. However in an emergency, a frequent traveller may use their own card, strictly as a one-off, to make such a purchase. All other rules relating to such purchases apply.

Why isn’t using a campus based (i.e. Department) purchase card to book travel on someone’s behalf recommended?

Increasingly both hotels and airlines require the physical credit card used to be produced on check in. As the traveller doesn’t have the card used this is causing problems e.g. there have been cases of University staff and students being refused a room as a result. Instead either:

- use the university travel suppliers
- the individual travelling books with their personal credit card and completes an expenses claim
- if the individual travelling has their own ‘frequent traveller’ purchase card they use that to book travel

We’ve had a collection in the office, can we use a purchase card to buy a gift and pay the money into our workorder?

Purchase cards shouldn’t be used for buying gifts, even when there’s been a collection. In this case we would expect someone to use their own bank card and keep the money from the collection.

I have a purchase card for department use to buy goods and services. If I travel occasionally can I use the card for expenses?

No; an Expenses claim should be used instead. Unless there are circumstances such as working from home, a department based purchase card should not leave campus.

An academic has asked me to purchase several books on the department purchase card - is there a simple way of doing this?

Ask them to create an Amazon wishlist for the books required and send it to you; then use the purchase card to buy the books in one go. Other purchase options are also available, such as Blackwells via YEP or in some cases petty cash is the best option.

How is the new policy being implemented?

The new policy will apply automatically to existing and new cardholders once it is live. However, for existing cardholders, there will be a transition period for sections 4 and 5 of the policy. Further details to be advised.
Can I withdraw cash from an ATM using my purchase card?

The facility to withdraw cash is not enabled on purchase cards by default. If a cardholder needs to withdraw cash in exceptional circumstances, they can apply for this and it may be granted on a temporary basis only. See the Purchase Card policy for further information.