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Dear colleagues,

I am writing to you as you are a University purchasing card holder.

All card holders are required to renew their purchasing card declaration annually. This declaration confirms that you understand your purchasing card obligations and will comply with the relevant requirements.

Please take a few moments to read the attached declaration. If you accept the obligations outlined, you don't need to do anything except continue to comply with the purchasing and coding requirements as set out on our [Finance webpages](#). If you don't feel able to comply please contact the [Finance Service Desk](#) for advice and to discuss alternative ways to purchase as your card will need to be returned.

If you have nominated someone to complete your purchasing card coding tasks while you are on leave, please remember that you will still need to check and authorise the coding on the finance system and should aim to complete this as soon as you are back at work.

If you have any questions regarding purchasing cards, please see our [training guide](#) or contact the [Finance Service Desk](#).

Best regards,

Allan Spencer, Director of Finance

