

Payment Card – Quick Reference Guide

May 2018

Introduction

IPSA provides a Government procurement card, known as a payment card, to MPs. This guide will provide you with information on what the payment card is, how you can use it within the Scheme rules, and answers to frequently asked questions.

What is the payment card?

This is a credit card that you may use for any business cost or expenses allowable under the Scheme. It is designed to help you manage your cash flow for your parliamentary functions. It is not for personal use. IPSA will pay the outstanding balance to the payment card supplier every month. The card is not contactless and cannot be used to withdraw cash.

Each transaction is limited to £1,000, and the monthly credit limit is £4,000.

How does the card work?

The cards are Mastercard credit cards and can be used wherever Mastercard is accepted.

What you need to do

- Keep all receipts and supporting evidence for items you put on the card, as you will need these to account for the transactions every month.
- Check your monthly paper statement from Barclaycard. Please check this to ensure all the transactions are yours. If you need to question any transactions, please contact us as soon as possible. You will also be able to access your statement online.
- Complete the online form to reconcile (account for) your monthly transactions. We will email you to let you know that the form is ready on your expense at work account for you to complete.
- When you have completed the online form, send us the accompanying evidence. We will then check the form and allocate the spending to your budgets.
- You must complete the reconciliation process within 30 days.

What happens if I am unable to reconcile my monthly online form?

If there is a reason why you are unable to complete the reconciliation by the deadline, please contact us as soon as possible. In exceptional circumstances, we may be able to grant an extension.

If your card has not been reconciled by the deadline, it will be suspended until the process has been completed.

What happens when my card is suspended?

If your card is suspended, you will not be able to use it until the suspension is lifted.

- The suspension will be lifted once the form has been successfully validated.
- If we have not received the reconciliation and supporting evidence **two weeks after the suspension date**, all unreconciled amounts will be logged as debt. The suspension will not be lifted until these amounts are repaid to IPSA.

What do I do if I accidentally use the card for something I shouldn't?

MPs must not use the payment card for personal expenditure or expenditure outside the Scheme. Use of the card may be suspended if it is persistently or seriously misused.

Can the limit on the payment card be raised?

Yes, we are able to temporarily increase the single transaction or monthly limit if there is a need to. If you need a higher limit, please email stating the new limit you need and the reason why. This email must come from the MP, we will not be able to accept requests from staff.

Points to Remember

Do:

- Use the card only for allowable expenses under the scheme.
- Keep all supporting evidence for these transactions.
- Check your Barclaycard statement when it arrives.
- Complete the online reconciliation and submit all supporting evidence to us by the deadline.
- Get in contact with us as soon as possible if you have any questions.
- Keep an eye on your budgets closer to the end of the financial year to ensure you do not exceed them when using the card.

Don't:

- Use the card for any non-allowable or personal items.
- Wait until close to or after the deadline to get in touch if you have an issue.

Please visit our website www.theipsa.org.uk

Useful contacts:

IPSA information line – 020 7811 6400

E-mail – info@theipsa.org.uk

Twitter - [@IPSAUK](https://twitter.com/IPSAUK) 