

## Terms & Conditions – IPSA Payment Card

IPSA has provided you with a Payment Card for you to use to purchase goods and services that meet the conditions set by the *MPs' Scheme of Business Costs and Expenses*. The Payment Card is a credit card provided by Barclaycard.

### Declaration

I confirm I will use the Payment Card exclusively for business costs or expenses incurred when conducting my Parliamentary functions. I confirm that if I, or any other person who I authorise to have access to my card details, use the Payment Card for any goods or services outside the *MPs' Scheme of Business Costs and Expenses*, I will repay the costs to IPSA. I further acknowledge and agree that IPSA may, if I do not make these repayments, deduct the amount from any money due to be paid to me.

I undertake to complete the online monthly form listing my transactions, and to submit corresponding invoices or receipts to IPSA, within 30 days of receipt of the email advising of the form's availability. I understand that if I do not comply with these requirements, IPSA may at its discretion cancel my card and/or seek repayment.

I confirm that IPSA may pass my personal details to Barclaycard to enable them to issue the Payment Card and to use for verification purposes in the event that I should lose my card or it is stolen.

### AUTHORISATION AND DECLARATION

- ✓ I request IPSA to issue me with a Payment Card
- ✓ I authorise IPSA to pass my personal details to Barclaycard on the understanding that they will only be used by Barclaycard for correspondence about the card and for verification purposes when I contact them.
- ✓ I understand that if I do not comply with the Payment Card rules set out above IPSA may at its discretion cancel my card and/or seek repayment.

**MP's Signature**

**Date:** \_\_\_\_\_

**Name of MP (please print)**

**IPSA, 30 Millbank, 4<sup>th</sup> Floor, London, SW1P 4DU**

[www.theipsa.org.uk](http://www.theipsa.org.uk)