



Klicka här för att välja dokumenttyp

---

---

Gäller från och med

Klicka här för att välja datum

---

---

Diarienummer

V-ÅÅÅÅ-XXXX

---

---

## Debit Card - Corporate card with spending limit (purchase card)

### Purchase card - the Authority is liable for payments, invoicing to KTH

KTH employees can only apply for a purchase card from card companies in the government framework agreement and with which KTH has an agreement. This applies to purchase cards for which the employer has payment liability.

KTH has called off a framework agreement which is signed by the National Swedish Debt Office and the card issuer, Eurocard, to provide company cards with a spending limit for the whole university. According to the agreement the term of payment is 30 days. There is no annual fee for this card.

#### Who can have a purchase card?

The purchase card is a debit card with a spending limit for which the employer has payment liability and invoices are sent to KTH.

Employees who have recurring service expenses for purchases over SEK 25,000 per month can apply for a purchase card. In exceptional cases applications may be made for a lower spending limit per month if there are special reasons. The University Director takes decisions in this matter. In other respects, Eurocard and The Card are business procured personal cards (FUP) with personal liability for payments and invoices are sent to the cardholder's home address and paid by him/her. Refer to FUP regulations on the KTH intranet.

In order to provide corporate cards with a spending limit where the authority is liable for payments, there must be a need for that form of payment at the school in question. The Head of the School must justify whether there is a need to make purchases in service to minimise the need of service-related outlays and allow convenient payments in connection with purchases for the school. The Head of School proposes a spending limit/purchase limit for each cardholder, for example; per month, per purchase, how the card is to be used, and signs a liability agreement, which is drawn up in two copies in accordance with Appendix 1. The spending limit is per 30 days; Eurocard uses a rolling 30 day period.

The University Director approves applications for purchase cards, in accordance with the existing Decision-making and delegation rules for KTH.

#### How do I apply for a purchase card?

You can apply for a purchase card via the financial/accounts administrator of the school, who then forwards the application for signing to the University Director, together with a liability agreement. The financial/accounts administrator then sends the original copy of your

application to the card issuer, Eurocard. The financial/accounts administrator will keep a copy of the application and one original of the liability agreement.

To change the purchase limit on an existing card, an application for a change of the purchase limit is submitted together with a new liability agreement. The same application and decision-making procedure applies as above.

#### **How may the purchase card be used?**

The employer should be very restrictive in providing purchase cards. These cards are intended only for employees who often make purchases on the employer's behalf.

An employee may use a purchase card to make purchases for the school on behalf of the employer. The main purpose of a purchase card is to streamline the school's purchasing management. Purchases made on the employer's behalf refer to such things as: payment of foreign course and conference fees, costs for publication fees in foreign journals, costs for extensive representation expenses and other payments/orders abroad, and for purchases where invoicing is not available from the supplier.

This card may only be used in service and must not be used for private purchases. Insurance is included in the card. There is no facility for making cash withdrawals.

The card is personal and linked to a named person. The card or card number should never be disclosed to other employees at the school because the cardholder alone is responsible for the card and for reporting the invoiced amounts. The purchase card must be kept locked in the school when it is not in use.

The person appointed as a cardholder must be employed by KTH and be familiar with the rules that apply to the use of purchase cards.

The purchase card is a debit card that works at all points of sale where MasterCard is accepted, both in Sweden and abroad.

#### **How are expenses reported?**

The invoice is sent from the card issuer to KTH Invoice Service with information about the invoice reference/attestation.

When an employee has used a purchase card for a payment, the employee must hand in a report of expenses as soon as possible, together with original documents, to the financial administrator/equivalent. When it comes to the Head of School's own accounting, the accounts are to be given to the deputy Head of School.

It must be clear from the accounts what the expenses relate to. Original receipts for the purchases/payments must always be attached to the invoice from your card issuer.

There must be regular checks on compliance with the rules for the use of purchase cards.

#### **Obligation to inform about purchase cards**

When an employee fills in an application for a purchase card, the financial/accounts administrator must inform the employee of the rules that apply to the use of the purchase card. All cardholders are given additional information when the rules or the card provider's conditions for the use of the purchase card are changed.

The employee must sign a liability agreement, which is drawn up in two copies in accordance with Appendix 1, stating that he/she has received information on what applies to the use of the purchase card. The employee keeps one copy of the liability agreement.

#### **Obligation to return a purchase card**

When employment ceases or in cases of long-term sick leave or leave of absence, the card must be returned by the employee to the financial/accounts administrator at the school/equivalent. The financial/accounts administrator then sends the card, cut in two, to the card issuer for cancellation.

#### **Right to demand back and block purchase cards**

In cases of proven or suspected misuse, the Head of School or a person delegated this task by the Head of School and the University Director have the right to demand that the purchase card be immediately returned and, if this does not take place, to block the card for further use. The cardholder may be personally liable for improper use of the card.

Appendices

[Liability agreement regarding corporate cards with spending limit \(purchase cards\) \(doc 36 kB\)](#)