

<p style="text-align: center;">Report to Hartlepool Schools' Forum 2nd April, 2014 From Chief Finance Officer</p>
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Agenda Item 8 – Purchase Card Scheme

1. Introduction

- 1.1 This briefing note outlines current issues arising with the Council's Corporate Purchase Card Scheme.

2. Background

- 2.1 The Royal Bank of Scotland (RBS) provides a Corporate Purchase Card scheme to Hartlepool Borough Council and the Schools. The Bank now offers a "Corporate onecard" service that provides online tools to manage the purchase card system more effectively and efficiently.

3. Corporate Onecard

- 3.1 The new service will provide an online facility to enable card holders to access day-to-day transactions, manage card expenditure by recoding transactions direct at source.
- 3.2 The management of the card system will also be more efficient as limits, and category management is able to be updated immediately online.
- 3.3 The Council is intending to introduce the new system and plan to have this in place by 1 October 2014 for schools.
- 3.4 A phased introduction is scheduled from August 2014. A request for pilot schools will be issued in the next few months to test the process.

4. Conclusion

- 4.1 An implementation plan will be put in place to ensure a smooth transition to the new scheme. Schools will be informed of these arrangements in due course and will be supported through the transition process

5. Recommendation

- 5.1 The Forum is asked to:-
- Note the report and feed back to schools that members represent.
 - Consider whether they would be willing to be part of a pilot introduction.