

Use of Purchasing Cards (P cards)

Guideline Responsibilities and Authorisation

Department Responsible for Guideline	Mental Health and Addictions
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Target Audience	Forensic staff
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Guideline Review History

Version	Updated by	Date Updated	Summary of Changes
03	Kylie Balzer	20 June 2018	Changed into current DHB Guideline template Change in title from use of P cards to use of Purchasing cards
04	Kylie Balzer	March 2021	Service user changed to tāngata whaiora
05	Rachael Aitchison	August 2022	Addition of Puna Maatai and Puna Awhi Rua Addition of a set amount of expenditure for celebrations Change to current Te Whatu Ora Guideline format

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Use of Purchasing Cards (P cards)

1 Overview

1.1 Purpose

To manage and accurately account for expenditure on purchasing cards (P cards).

1.2 Staff group

This procedure applies to staff in the Mental Health Forensic service and ward 41.

1.3 Patient / client group

Forensic tāngata whaiora in Puna Poi Poi, Puna Taunaki, Puna Whiti, Puna Maatai, Puna Awhi-Rua and adult tāngata whaiora in Ward 41.

1.4 Exceptions / contraindications

Nil exceptions.

1.5 Definitions and acronyms

Dockets	GST invoice itemising purchase
Transaction receipt	Shows the record of the bank transaction
Expenditure	The amount of money spent

2 Clinical management

2.1 Roles and responsibilities

All Staff

All staff using purchasing cards (P cards) must comply with this procedure

Managers

Monitor appropriate use of purchasing cards (P cards).

2.2 Competency required

All staff and tāngata whaiora are able to access purchasing cards (P cards) and utilise appropriately providing the necessary details and documents for accurate record keeping.

2.3 Equipment

- Purchasing cards (P cards)
- Purchasing card (P card) record book
- Purchasing card (P card) agreement

1. To ensure that the person utilising purchasing cards (P cards) are familiar with the process and aware of amounts available, limits, pin numbers and items which can and items that are unable to be purchased with purchasing cards (P cards):

All staff and tāngata whaiora must read and sign the purchasing card (P card) agreement and be familiar with the Te Whatu Ora Waikato [Purchasing Card](#) policy (Ref 0440).

2. When accessing purchasing cards (P cards) they must be signed out in the record book recording the time the card was removed, the name of the card user and card number before the card is removed from the area. This is done to ensure that all cards and expenditure can be accounted for at all times.
3. When a transaction is completed both the docket and transaction receipt must be retained and returned along with the purchasing card (P card). This is to assist with accurate accounting of expenditure and correct cost coding.
4. On returning the purchasing card (P card) complete the purchasing card (P card) record book stating time of return of the card, retailer, purpose of the transaction and the amount. This is to allow a readily available view of amounts utilised on cards so as not to exceed limits.
5. Receipts must be placed in the wallet provided and both the cards and book returned to the locked cabinet, to ensure safety of cards and receipts.
6. Nominated staff members to process receipts and approve purchases via internet banking. This will assist with accurately accounting for expenditure and correct cost coding and ensure that purchasing card (P card) limits are not exceeded. Also completed to meet audit and accounts payable requirements.

A set amount approved by the Operations Manager for celebration is to be applied across the Forensic service. Where items are purchased for tāngata whaiora as part of a celebration – (Christmas and Birthday) a consistent monetary amount shall apply across all areas and be reviewed annually. In 2022 the approved amount should be up to \$50 for the purposes of activity in relation to this event (birthday) and \$80 (Christmas) for long term tāngata whaiora only.

3 Audit

3.1 Indicators

- All purchasing card (P card) users must cooperate with any audit undertaken externally or internally on purchasing card (P card) use.
- A clear audit trail of documentation will need to be maintained.

4 Evidence base

4.1 Associated Te Whatu Ora Waikato Documents

[Purchasing Card](#) policy (Ref. 0440)

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