

Application for a Welsh Procurement Card

Please ensure that you have read the WPC guidance prior to completing this application.

Part 1- Applicant Details

Name:				
HRIS Number:				
Job Title:				
Staff Grade:				
Management Unit:				
Department Name:				
Address:				
Monthly Expenditure Limit				
Transaction Limit				
Type of Card Required (tick one box)	Individual	☐	Departmental	☐

Part 2 – Please provide a thorough Business Case to support your card application. This should include details of what the card will be used for. Consideration should be given as to whether the use of a WPC is essential or if requirements could be met by other payment systems available such as the electronic travel and subsistence system.

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Part 3 – Declaration and Approval**3a - Applicant Declaration**

I confirm that all information provided in the business case to support this application is correct. I have read the WPC guidance and agree to use any WPC issued to me in accordance with this guidance.

Name:		Signature:		Date:	
e-Mail address		@wales.gsi.gov.uk			

3b - Approval and Declaration: (To be signed by the person who will be authorising the transactions on the Barclaycard Spend Management internet site). This person must be a higher grade than the cardholder. In the absence of a senior officer the transactions should be approved by the Head of Finance.

I fully support this application and confirm that the information provided in the business case is correct. I have read the WPC guidance and fully understand my role and responsibilities as approver.

Name:		Signature:		Date:	
e-Mail address		@wales.gsi.gov.uk			
HRIS Number:					

3c- Head of Finance Approval

I hereby authorise the above application for a Welsh Procurement Card.

I fully support this application and confirm that the information provided in the business case is correct. I have read the WPC guidance and fully understand my role and responsibilities as Head of Finance.

Name:		Signature:		Date:	
e-Mail address		@wales.gsi.gov.uk			
HRIS Number:					

3d – Director General (DG) Approval or Director Approval where DG has given delegated authority to the Director.

DG Name:	
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I hereby authorise the above application for a Welsh Procurement Card.

Name:		Signature:		Date:	
e-Mail address		@wales.gsi.gov.uk			

This approved form must be accompanied by a completed [Barclaycard Application Form](#). Completed forms are to be delivered by hand or sent by **Special Delivery (Tracked)** to: WPC Administrator, Finance Shared Services, Corporate Shared Service Centre, Welsh Government, 3rd Floor, Cathays Park, Cardiff, CF10 3NQ