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| **FM&C Finance Communication No.** | 23/2020 | **Cancels** and **replaces Finance Communication Notice No.** | Not applicable |
| **Date of Issue** | 30/03/2020 | **Applicability to** | HMPPS – PSP, NPS, HQ    **FAO:** All staff, especially Budget holders, Requisitioners, GPC Card Holders and GPC Card Holders’ Line Managers. |
| **Communication Title** | **Covid-19 – Purchases via Government Procurement Card** | | |
| **Subjects** | Covid-19 – Purchases via Government Procurement Card | **Finance Manual Reference** | Not applicable. |
| **Enquiries regarding**  **this Notice** | [CommercialGPC@Justice.gov.uk](mailto:CommercialGPC@Justice.gov.uk) | **Date effective from** | Immediate - 30/03/2020 |
| **Distribution List Enquiries**  (Addition to/removal from the   Distribution List) | [Policy.finance@justice.gov.uk](mailto:Policy.finance@justice.gov.uk) | **Finance and Analysis Group Web Page**  (for previously issued Finance Communications and Accounts Production Notices, and other useful information) | <https://intranet.noms.gsi.gov.uk/groups/financial-and-analysis>    Please email any comments or suggestions to [policy.finance@justice.gov.uk](mailto:policy.finance@justice.gov.uk) |

The following has been agreed to support MoJ in purchasing of goods and services during the Covid-19 situation. Business units should adhere to the business as usual acquisition model and note that finance are introducing measures to support this process.

All merchant categories apart from cash have been unblocked. Financial limits have been increased to £10k per transaction with a monthly limit of £50k.

This has been implemented to ensure there is no detriment to the running of prisons and probation services but please be aware of the following:

* The GPC should only be used when there are no staff to raise a requisition or the goods are needed by the next day;

* **GPC must not be used for goods and services where there is a contract in place** unless it is an emergency;

* GPC must not be used for PPE purchases, this is because there is a risk that products may not be to the required specification; these are being procured and issued centrally. Please contact the Business Hub for any queries relating to PPE (HMPPS) or order via the Banner Stationery Contract (HMCTS/MOJ/ALBs/NPS);

* Budget Holder approval is still required, if the budget holder is not available due to self-isolation or sickness, SMT approval is sufficient as long as the budget holder is copied in to any correspondence regarding purchases;

* Transaction logs must still be fully completed including the full account code;

* Backing documentation must be attached to the transaction logs;

* i-Expenses must be allocated by the cardholder and cleared by the line manager;

* The actual items purchased must be recorded on SOP when allocating the transaction on i-Expenses;

* Transaction log checks must be completed as soon as resource allows it;

* Invoices must not be paid via GPC;

* To ensure our records are completely up to date, if contact details have changed since receiving a GPC, please submit a GPC Change of Information Form to SSCL via [moj-procurement-gpc@gov.sscl.com](mailto:moj-procurement-gpc@gov.sscl.com)

If there are any queries, please contact [CommercialGPC@Justice.gov.uk](mailto:CommercialGPC@Justice.gov.uk)