



Government Procurement Card

Cardholder Application Form

What you need to do

To ensure your application is not delayed:

1. Type and complete the application form.

2a. Submit via Email to:
BBIAdditionalcards@barclaycard.co.uk
Note - there is no requirement to sign the form when sent from a company email address of the person authorised to nominate cardholders.

OR

2b. Print, **sign** and post to:
Freepost Licence No: RSUX-CJRA-KULS
Barclaycard Commercial
PO BOX 4000
Wigston
LE18 9EN

Organisations Details

Organisations name (as registered)

UNIVERSITY OF YORK

Customers trading name (if applicable)

If you are an existing customer, please complete your Barclaycard Commercial account number
16 digits

4715320649086204

(This can be found at the top of your statement)

Business address for statements and correspondence

UNIVERSITY OF YORK

ACCOUNTS PAYABLE

HESLINGTON, YORK

Postcode YO10 5DD

Country

UK

Please send the card and PIN to cardholder's

☐

Address above

☒

Address overleaf

Internal reference number

e.g. cost centre number

(complete only if you wish cardholder statements to include the internal reference number)

Expenditure limit requested for named cardholder

(the expenditure limit should be sufficient for 6 weeks' requirements)

Single transaction limit

If you wish to allocate a spending control to the named cardholder

Merchant category groupings

The named cardholder is authorised to use his/her card in: (Please tick a, b or c)

☐

a) All of the merchant category groupings, including cash; OR

☐

b) All merchant categories below (excluding cash which will automatically be blocked unless (a) is ticked); OR

☐

c) Only the merchant category groupings indicated by me (with a tick) below.

If you are unsure about completing this section or would like additional information please contact us on 0844 822 2140 or speak to your Barclaycard Commercial Manager.

☐ 1) Building Services

☐ 2) Building materials

☐ 3) Estate and garden services

☐ 4) Utilities and non-automotive fuel

☐ 5) Telecommunication services

☐ 6) Catering and catering supplies

☐ 7) Cleaning services and supplies

☐ 8) Training and educational services

☐ 9) Medical supplies and services

☐ 10) Employ - recruitment

☐ 11) Business clothing and footwear

☐ 12) Mail order/direct selling

☐ 14) Freight and storage

☐ 13) Personal services

☐ 16) Financial services

☐ 15) Professional services

☐ 18) Statutory bodies

☐ 17) Clubs/ associations/ organisations

☐ 20) Computer equipment and services

☐ 19) Office stationery, equipment and supplies

☐ 21) Print and advertising

☐ 22) Books and periodicals

☐ 23) Mail and courier services

☐ 24) Miscellaneous industrial/commercial supplies

☐ 25) Vehicles, servicing and spares

☐ 26) Automotive fuel

☐ 27) Travel - air/rail/road

☐ 28) Auto rental

☐ 29) Hotels and accomodation

☐ 30) Restaurants and bars

☐ 31) General retail and wholesale

☐ 32) Leisure activities

☐ 33) Miscellaneous

☐ Cash (ATM/Branch), money orders, foreign currency, travellers cheques. Blocked unless specifically requested.

To Barclays Bank PLC

The organisation requests Barclays Bank PLC to issue a Card with an expenditure limit as specified above and subject to the terms and conditions of the organisation's Account to the person named in the New Cardholder section.

Signature(s) of person(s) authorised to nominate cardholders

Declaration

By signing this agreement, you confirm that:

- You are duly authorised to enter into this agreement for and on behalf of the organisation
- The cardholder is employed by or contracted to this organisation
- The details you have given us are correct
- You want us to give the cardholder a company card and PIN for which the cardholder is eligible and from time to time replace the card with any company card covered by this agreement.

Full name

RACHEL DEVANEY

Business title

DIRECTOR OF PROCUREMENT

Signature X

Date

d d / m m / y y y y

2) Full name

DONNA LYON

Business title

CATEGORY MANAGER

Signature X

Date

d d / m m / y y y y

New Cardholder Details (please complete all fields)

Employee number
e.g. A staff number allocated to you by your company

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Middle name(s)

Surname

Sex

☐ Male ☐ Female

The following information is required to comply with Anti-Money Laundering legislation and Anti-terrorist Financial Crime regulations.

Home address

Postcode

Nationality

Date of birth

d d / m m / y y y y

Email address

In the event that we may need to contact you to administer and manage your account, please provide:

Home telephone number

Inc STD and Country code (if applicable)

Business telephone number

Inc STD and Country code (if applicable)

Mobile telephone number

Country Code

Mobile number (Mandatory)

Email address (mandatory)

Barclaycard Commercial Privacy Policy

Information we hold about you

This policy applies to information we hold about you. In this policy, 'we', 'us', and 'our' mean Barclaycard Commercial Payments, which is a trading name of Barclays Bank PLC, registered number 01026167, registered office 1 Churchill Place, London E14 5HP. 'You' means the person the information relates to.

This policy applies to information held about customers and possible future customers, suppliers and possible future suppliers, contacts and all other people we hold information about. By 'information' we mean personal and financial information about you that we collect, use, share and store. For further details on the information about you that we may process, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

Where this information comes from

We collect, use, share and store information about you to provide you with the services you have asked us for and to share information with you about services that may be of interest to you. We will collect your information direct from you or from other people and organisations. For more details of where we may get your information from, see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

How we use your information

We use this information:

- to provide our services to you;
- to help us develop new and improved products and services to meet our customers' needs;
- to carry out checks for security purposes, to prevent fraud and money laundering, and to confirm your identity before we provide services to you;
- for training;
- to communicate with you;
- to meet the obligations we have by law and under any regulations that apply;
- where we have a legitimate interest in using your information, for example to protect our business interests or to prevent fraud; and
- if you act as the company administrator, we may also use your information to keep you informed about products and services you hold with us and to send you information about products or services (including those of other companies) which may be of interest to you.

We may use automated processes. For further information, including the legal basis on which we use your information, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

Sharing your information with others

We'll keep your information confidential but we may share it in certain circumstances, for the purposes set out in this policy, with:

- your employer or other organisation that asked us to issue the card to you;
- other Barclays companies;
- other companies who provide a service to you, for example if you use our products to make a purchase or payment;
- our service providers and agents, including their subcontractors;
- any company we are providing services with or whose name or logo appears on our products;
- social-media companies so that they can display messages to you about our products and services;
- anyone we transfer or may transfer our rights and duties to, or we sell or may sell all or part of any Barclays company, business, debt or asset to;
- fraud prevention agencies; and
- credit reference agencies.

The people and organisations listed above will also have to keep it secure and confidential.

For further details of third parties we may share your information with, and how your information will be used by us, fraud prevention agencies, credit reference agencies, and other people or organisations, see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

Your rights

You have rights relating to the way that we use your information, and can make certain choices. For example, you can:

- ask us to correct a mistake in your personal information;
- withdraw any permission you have previously given to allow us to use your information;
- object to any automated decision-making;
- ask us to stop or start sending you marketing messages;
- ask us to send you (or someone you nominate) a copy of the information we hold about you; and
- ask us to stop using your information in certain circumstances.

To use any of the rights set out above, or to discuss any other issue relating to your information, please contact us using the methods set out in the 'Contact us' section.

If you have any concerns about the way we use your information, you have the right to complain to the Information Commissioner's Office, which regulates the use of personal information in the UK, by calling 0303 123 1113. Or you can visit their website at <https://ico.org.uk/>

For further details on your rights relating to the way we use your information, and other ways to contact us, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

Contact us

Please go to barclays.co.uk/control-your-data if you have any questions about our privacy notice. If you would like more information on your rights, or you want to exercise them, please send a request through our website at barclays.co.uk/control-your-data.

For further contact details, please see the full Barclaycard Commercial Payments Privacy Notice at barclaycard.co.uk/your-data

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