Purchase Cards

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**The use of a Purchase card is an efficient way of purchasing many different types of goods and services such as books and stationery. This can be by way of a Government Procurement Card (GPC) or a regular Purchase Card from your existing Bank.**

Schools have also found it useful to be able to purchase and pay for goods and services on-line using the card.   Governing Body approval is required to operate the card and statements relating to each card must be paid in full at the end of each month.

There are two different methods of recording transactions on FMS – both listed in the guidance below.  Method 1 records the commitment on FMS and allows monitoring of committed expenditure, Method 2 is a time-saving option but it does not record commitment on the system.  You may operate the system that best suits you.