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Dear colleagues,

We've seen another great improvement in purchasing card compliance over the past year, even with increased card usage, and I'd like to thank colleagues for your continued support and cooperation with this.

A number of cardholders have identified that they were sharing cards which is strictly against the rules set Barclaycard and constitutes fraudulent use. I thank them for their openness and would ask that anyone who remains in this position contacts the Finance Service Desk as a matter of urgency. It is simply not acceptable to engage in fraudulent use of Barclaycard, or to encourage or require a colleague to do so, and to do so may result in disciplinary action.

Earlier this year I also requested that any cardholders who are not able to securely store their card for their personal use only must surrender the card whilst arrangements can be made. This remains a requirement for all cardholders.

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Card holders are required to