



Clerk to the Council/RFO: J Hodgkiss

Chairman: Cllr. R Ruscoe

“Protecting and improving the quality of life for all Bayston Hill residents”

FC164.25/26

Purchasing Card

From April 1st Equals Card introduced a £25 a month fee to users.

Best alternative (as we already bank with Unity Trust)

We've partnered with Lloyds Bank to bring you the Unity Corporate Purchasing Card, a charge card for Unity Trust Bank customers, that allows you to simplify spending and gain full visibility over your organisation's purchases.

With real-time tracking, enhanced spending controls and simplified reconciliation, it reduces administrative burden and provides full visibility over purchases, giving team members have the freedom to make day-to-day purchases online and in stores.

How can Unity Corporate Purchasing Cards help my business?

- **Control and oversight:** Set limits, approve transactions and track spending.
- **Efficiency:** Reduce paperwork, manual expense claims and administrative delays.
- **Flexibility:** Enable team members to make necessary purchases without delay.
- **Security:** Protect your organisation with secure transactions, fraud monitoring and card-level controls.

| Element | Cost |
|-------------|------|
| Set up fee | £50 |
| Monthly fee | £3 |

| Element | Cost |
|--|---|
| Reissue fee (excluding lost, stolen, damaged or expired cards) | £10 |
| Cash advance fee | 2.5% of transaction amount. Minimum fee £2.50, minimum withdrawal £50 |
| Urgent card request | £25 (excluding delivery) |
| Late payment fee | £10 or 2% of the outstanding balance, whichever is greater |
| Returned payment fee | £30 |

Balance will be cleared at the end of each month.