

Policy in Relation to the School Credit Card

Introduction

These procedures have been produced to provide guidance on the use of school credit/debit cards. Only two cards have been issued to staff responsible for making purchases where other forms of payment may not be appropriate e.g. purchasing from suppliers who will not accept school bank account cheques, Internet purchases.

Limitations on Use

- Under no circumstances may the cards be used for personal purchases.
- PIN numbers will not be issued for these cards in order to prevent them from being used to withdraw cash from an ATM outlet.
- Balances must be paid off in full by the payment date.
- The credit limit on the account will be £10,000.

Card Management

- The bank card will be kept locked in the school safe when not in use.
- The usual paperwork in relation to orders must be completed and the purchase authorised by the relevant budget holder before use. Adequate budgetary provision must be available.
- The fuel card will be held with the minibus keys
- Credit card statements will be reconciled by the Finance Assistant and checked and countersigned by the Finance Manager each month.

Credit Card Company

The bank card will be issued by the bank, the fuel card acquired applying best value.

Card Use

The card may be used by:

- The Headteacher
- The Business Manager
- The Deputy Headteacher
- The Finance Assistant

All users will be required to sign a credit card use agreement.

The fuel card may be used by any driver.

Ordering Goods: Internet

The rights of the consumer differ from country to country. Users are asked to:

- Check conditions of trading to determine the legal jurisdiction under which the transaction will take place (UK is preferable).
- Make sure that the transaction is secure. All transactions with a lock symbol are secure, private and tamper proof. For addresses beginning with HTTPS, all information sent to this site is encrypted, protecting it from interception by unintended recipients.
- Check that a VAT invoice will be supplied.

Supporting Paperwork

A print off or email of the order or the payment voucher must be kept and submitted with the order form so that payments can be reconciled.

School Credit Card Agreement

Name:

Card Number:

I acknowledge use of the school credit card which will be kept in the school safe when not in use. When it is in my possession, I will keep it securely.
I have read a copy of the Policy in relation to the School Credit Card.

I agree to follow the Policy for use of the school credit card.

I agree:

- Not to use the card for personal purchases
- To ensure that the relevant paperwork in relation to an order is in place before making a purchase.
- To forward invoices/vouchers/print offs relating to purchases to the relevant finance officer immediately.
- To obtain value for money as far as possible.
- To report a lost or stolen card immediately to the Headteacher.