

28. Credit Card and Eftpos Card Policy

Purpose:

1. The Board of Trustees agrees that it has a responsibility to ensure that credit card expenditure incurred by James Hargest College must clearly be linked to the business of James Hargest College. The Board of Trustees has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
2. The Board of Trustees requires the Principal, as the Chief Executive and the Board of Trustees most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
3. This Policy must be read in conjunction with other Board of Trustees Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with Delegations and may not exceed an individual's established level of delegated authority.

Procedure:

Issuing of Credit Cards

1. Credit cards and eftpos cards should only be issued to staff members after being authorised by the Principal and Board of Trustees.
2. A register of cardholders should be maintained.
3. The limits set for credit card/eftpos card use should not exceed the overall financial delegation of the cardholder, as set out in the Delegations. Any variations require Board of Trustees approval.

Procedures to be Followed when Using the Card

1. The credit card/eftpos card is not to be used for any personal expenditure.
 - The credit card/eftpos will only be used for:
 - payment of actual and reasonable travel, accommodation and meal expenses incurred on James Hargest College business; or
2. Purchase of goods where prior authorisation from the Principal, or Head of Department is given.
3. All expenditure charged to the credit card/eftpos card should be supported by:
 - A detailed GST invoice or receipt to confirm that the expenses are properly incurred on James Hargest College business.
4. The credit card/eftpos card invoices should be certified by the appropriate HOD as evidence of the validity of expenditure.
5. Authorisation for any travel and accommodation expenditure should be by the Principal (for staff expenditure) and by the Board Chair (for expenditure incurred by the Principal). Staff are not allowed to approve their own expenditure for travel and accommodation.
6. All purchases should be accounted for within five working days.

Cash Advances

1. Cash advances are not permitted except in an emergency.
2. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts wherever possible, of how the cash was used. Any unspent monies must be returned to the James Hargest College.

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Discretionary Benefits

1. Any benefits of the credit card such as a membership rewards programmes are only to be used for the benefit of the James Hargest College. They should not be redeemed for personal use.

Cardholder Responsibilities

1. All cards will be in the name of the James Hargest College.
2. The Principal, Associate Principals and Deputy Principals will be responsible for his/her own card. Any remaining cards will be kept in a secure place and only issued when it is required to make a purchase for James Hargest College authorised by the Principal, Executive Officer or Head of Department.
3. The pin number of the card must be protected.
4. Value of purchases must remain within the credit limit applicable to the card.
5. The cardholder must notify the credit card company/bank and the James Hargest College immediately if a card is lost or stolen.
6. The cardholder must return the credit card/eftpos card to the James Hargest College upon ceasing employment there or at any time upon request by the Board of Trustees.

Ratified by the Board of Trustees

20th August 2020

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