

28. Credit Card Policy

The Board agrees that it has a responsibility to ensure that credit card expenditure incurred by the school must clearly be linked to the business of the school. The Board has agreed on the fundamental principles of this policy and has delegated responsibility for the implementation and monitoring of this policy to the principal.

1. The Board requires the Principal, as the Chief Executive and the Board's 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.
2. This policy must be read in conjunction with other Board policies, and the exercising of all authority and responsibilities conferred under this policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

Process for issue of credit cards

3. Credit cards should only be issued to staff members after being authorised by the Board.
4. A register of current cardholders must be maintained.
5. The limits set for credit card use should not exceed the overall financial delegation of the cardholder, as set out in the Schedule of Delegations. Any variations require Board approval.
6. Prior to the card being issued, the recipient must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.

Procedures to be followed when using the card

7. The credit card is not to be used for any personal expenditure. In the event that a credit card is used for personal expenditure immediate repayment of that expenditure is required and reported to the Principal or Board.
8. The credit card will only be used for:
 - payment of actual and reasonable travel, accommodation and meal expenses incurred on school business, or
 - purchase of goods or services with prior authorisation from Board by way of the approved budget.
9. The cardholder must ensure all transactions:
 - are evidenced by supporting documentation for each transaction
 - if greater than \$50 including GST, a detailed tax invoice is required.
 - if less than \$50 including GST then a tax invoice or receipt is sufficient.
 - have adequate description of the business purpose and reason for the expenditure.
10. The credit card statement must be certified by the cardholder as evidence of the validity of expenditure.

11. Authorisation for the expenditure should be obtained on a one-up basis (for example the Principal should authorise any travel by the Associate/Deputy Principal and the Board should authorise any travel by the Principal). Cardholders are not allowed to approve their own expenditure.
12. All purchases should be reconciled and accounted for within five working days of receiving a credit card statement.

Cash advances

13. Cash advances are not permitted except in an emergency.
14. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts, of how the cash was used. Any unspent monies must be returned to the school.

Discretionary benefits

15. Any benefits of the credit card, such as a membership awards programme are only to be used for the benefit of the school. They should not be redeemed for personal use.

Cardholder responsibilities

16. The cardholder is responsible for:
 - Ensuring the credit card and pin are kept secure and not given to or accessed by any other person under any circumstances.
 - Using the credit card for permitted purchases only.
 - Retaining all supporting documentation of purchases.
 - Providing a full reconciliation of transactions within five working days of receiving a credit card statement.
 - Identifying any unusual or disputed transactions and escalating to the credit card company as required.
 - Purchasing within the credit limit applicable to the card.
 - Notify the credit card company and the school immediately if the card is lost or stolen.
 - Returning the credit card to the school upon ceasing employment or at any time on request of the board.

Signature section for prospective cardholders

I have read and understood this policy and agree to abide by it.

Cardholder name: _____ Signature: _____

Dated: _____

Ratified by the Board of Trustees
26th October 2023

Date Last Reviewed: 26/10/2023		Date for next Review: 26/08/2026
Updated by: L McDonald	Approved by: BoT	Page: 2 of 2