

Hartismere High School

POLICY DOCUMENT No FP10

USE OF CREDIT CARD POLICY



DATE:	16 MARCH 2009
CHAIR OF GOVERNORS:-	PETER GILBEE
CHAIR OF COMMITTEE:-	PETER GILBEE
MINUTED:	DEBBIE EBBAGE
DATE OF REVIEW:-	SPRING TERM 2012

Introduction:

With the increasing use of internet purchasing, also the need to maintain a low level of cash holding in school the Governing Body has approved the use of a credit card by authorised school personnel.

The credit card is to be issued by the school's main bank account holders – Lloyds TSB Bank PLC

The overall control of the card usage is to be monitored and maintained by the Finance Manager but final approval of costs are to be authorised by the Headteacher.

No changes to arrangements listed below will take place without further consultation with the Governing Body.

Eligibility:

The Business Manager and Finance Manager are the only school members to have a card issued in their name on behalf of the school.

Limits of credit for each card are to be set individually according to need.

Procedures: Card Issue

The card will be issued by Lloyds TSB Card Services Department.

Each card issued will be in the name of the individual on behalf of Hartismere High School and each card will have a different code number for ease of identification.

Each member of staff who has a card issued to them is to be made aware of the limit of their individual card. They must sign an agreement which states they understand the conditions of issue.

Any staff member who has been issued with a card and subsequently terminates their employment with Hartismere High School must return their card which will be destroyed on receipt.

Any staff member who is found to be mis-using the card in any way will have the card removed from them and appropriate action taken, i.e. a report will be made to the Governing Body for them to act on. The return of the card can be requested at any time.

Use of the card is at the discretion of the holder, however receipts for any purchases must be submitted (VAT receipts where applicable) to the Finance Office for reconciliation.

An official school purchase order will be raised to commit the expenditure to the appropriate cost centre and the and countersigned by the Headteacher. A credit card transaction log will be maintained for expenditure and signed off when reconciled to the monthly statement.

No cash withdrawals are allowed from the credit card.

No personal purchases are to be made on the card.

With the introduction of “ chip and pin “ transactions, a PIN number will be issued to the individual card holder for exclusive use.

Lost or stolen cards must be reported immediately to the Finance Office.

Procedures: Card Repayments

All credit cards are linked to the Lloyds TSB current account and will be paid off in full monthly by a direct debit charge to the current account.

Statements will be issued by the bank which must be reconciled with receipts and signed off by the Headteacher.

Any discrepancy in the account will be investigated by the Finance Office in the first instance and then referred to the Headteacher if necessary. Because the both the Business Manager and Finance Manager are card holders, initial reconciliations will be countersigned by the Headteacher.

Copies of signed statements should be retained with financial records for 6 fiscal years.

Limitations of Credit:

Current limits:

Transaction limit	£2,000
Monthly limit	£5,000

HARTISMERE HIGH SCHOOL

Credit Card Employee Undertaking

Last Name:

First Name(s):

Post:

Office Location

Telephone Number:

I declare that:

- **I have received my Credit Card and associated PIN and will keep it in a safe place at all times;**
- **I have received a copy of the School's Procedure Guide about the use of Credit Cards;**
- **I have read the Guide and agree to comply with its requirements;**
- **I accept responsibility for the security, safe-keeping and confidentiality of the Credit Card issued to me;**
- **I undertake to use the Credit Card solely for Hartismere High School business**
- **If I leave the school with purchases outstanding on the card which cannot be reconciled with business use I agree to the outstanding monies being deducted from my final salary payment.**

This Employee Undertaking will be applied in conjunction with the Employer's:

- Code of Conduct
- Disciplinary Procedure
- Financial Regulations.

Staff are advised to read and refresh themselves of the above regulations.

Signed:

Dated:

HARTISMERE HIGH SCHOOL

***Credit Card
Cancellation of Employee Undertaking***

Last Name:

First Name(s):

Post:

Office Location:

Telephone Number:

Credit Card No:

Date Cancellation Effective

I declare that I no longer require the use of the Credit Card issued to me as above because (* - Please indicate reason):

- **I no longer have a use for the card;***
- **I am changing job;***
- **I am leaving the School's employment;***
- **Other (please specify)***
- **On the last day of use, I will cut my card in half / through the smartcard chip and return it to the Programme Manager.**

Signed (Cardholder):

Dated:

Signed (Cardholder's Manager):

Print Name:

Dated: