



CREDIT CARD POLICY

Rationale:

It is a requirement specified in National Administration Guideline 4 that each school monitors and controls school expenditure.

Policy Statement:

Credit card expenditure incurred by the School must clearly be linked to the business of the School.

Guidelines:

Process for Issue of Credit Cards

1. Credit cards will only be issued to staff members after being authorised by the Board.
2. A register of cardholders will be maintained.
3. The limits set for credit card use will not exceed the overall financial delegation of the cardholder, as set out in the Schedule of Delegations. Any variations require Board approval.
4. 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

1. The credit card is not to be used for any personal expenditure.
2. 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 online or remotely; or
 - purchase of goods where prior authorisation on a one up basis is given.
3. All expenditure charged to the credit card will be supported by:
 - A detailed invoice or receipt to confirm that the expenses are properly incurred on School business
4. For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a Tax invoice to support the GST input credit
5. The credit card statement is to be certified by the cardholder as evidence of the validity of expenditure.
6. Payment on the Credit Card statement must be authorised on a one-up basis.
7. All purchases should be accounted for within 5 working days of receiving a credit card statement.

Cash Advances

1. Cash advances are not permitted.

Discretionary Benefits

1. 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

1. The cardholder should never allow another person to use the card.
2. The cardholder must protect the pin number of the card.
3. The cardholder must only purchase within the credit limit applicable to the card.
4. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
5. The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 24 June, 2013

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)

Board Chairperson

Due for Review: _____ (Date)

Reviewed Date: _____ Signed for B.O.T. _____

On behalf of, and with the authority of the Board on _____

Signature Section for Cardholders

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

Name: _____ Signature _____ Date _____

Name: _____ Signature _____ Date _____

Name: _____ Signature _____ Date _____