



## **Credit Card & Charge Card Policy**

To ensure that the use of the school's corporate credit card and any associated expenditure are clearly aligned to the business of the school.

### **Issue of Cards**

1. The issue of these cards is to allow employees to pay for goods and services incurred on behalf of the school where alternative methods of payment are not convenient.
2. Credit cards should only be issued to staff members after being authorised by the Board.
  1. A register of credit cards holders should be maintained.
  2. A credit limit will be set to reflect the needs of the card holder. Where there is automatic payment by the Board, this should not exceed \$5,000. From time to time, the Board of Trustees may formally approve the temporary increase in the credit limit of card for a specific purpose. This would be considered on a case-by-case basis.
3. Prior to card authorisation, 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.

### **Use of Cards**

1. The cards may only be used to pay for goods and services where the expenditure is incurred on behalf of the school.
2. Cards must not be used for personal expenditure.
3. Cash advances are not permitted except in an emergency.
4. 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 school.
5. All expenditure charged to cards must be supported by original invoices and/or receipts. In some cases, the credit card voucher will be the tax invoice. For GST purposes, the invoice and/or receipt must show GST registration for expenditure in New Zealand equal to or greater than \$50.
6. Where the above support documentation does not clearly indicate that the expenditure is business related, the purpose of the expenditure should be noted on the invoice by the card holder.
7. The card statement, together with supporting documents, are subject to the same payment certification process set out for invoices in the Schools Payments and Receipts Procedure.
8. All purchases should be accounted for within 5 working days of receiving a credit card statement.
9. The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.
10. Authorisation for expenditure should be obtained on a one-up basis (for example the principal should authorise for the Deputy Principal and the Board should authorise for the principal). Cardholders are not allowed to approve their own expenditure.

### **Cardholder Responsibilities**

1. The cardholder must protect the pin number of the card.

2. The cardholder must comply with the terms and conditions of the credit card issuer.
3. The cardholder must only purchase within the credit limit applicable to the card.
4. The cardholder must notify the card company and the school immediately if the card is lost or stolen.
5. The credit card should not be used on the internet without prior approval by the card holder.
6. The cardholder must return the card to the school upon ceasing employment at St Thomas's School or at any time upon request by the Board. The card should be cancelled and destroyed by the principal (Chairperson of the Board if the card is held by the principal).
7. Employees can use the credit card for online school related expenditure. Any transactions must be entered into the credit card order book and signed by the card holder before the purchase is carried out.

**Approval**

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

**Signature Section for Prospective Cardholders**

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

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

<b>Ratified by Board</b>	
Signed	<u><i>[Signature]</i></u>
Date	<u>22/9/21</u>