



**The Bishop Wheeler Catholic Academy Trust**

ST MARY'S CATHOLIC PRIMARY SCHOOL,

A VOLUNTARY ACADEMY

CREDIT & DEBIT CARD POLICY

# **THE BISHOP WHEELER CATHOLIC ACADEMY TRUST**

## **Credit and Debit Card Policy and Procedure**

### **SCOPE**

This policy statement applies to all employees authorised to use a credit / debit cards at all individual academies within the Bishop Wheeler Catholic Academy Trust.

### **AIMS**

The Trust seeks to ensure effective and robust procedures to ensure proper use of credit/debit cards.

### **RESPONSIBILITIES**

The Trust Finance and Audit Committee will monitor and review this policy annually and recommend approval by the Trust Board. In addition, the Trust Board will ensure this policy is adopted by the individual Academy Councils, delegating the day to day procedures as the responsibility of the Headteacher.

### **TERMS AND CONDITIONS OF USE**

#### **1. ISSUE AND SAFEKEEPING OF CREDIT/DEBIT CARDS**

- The issue and re-issue of credit/debit cards will be authorised by the Finance Director.
- The Finance Officer will be responsible for maintaining record of all credit/debit card users and cards issued, detailing card numbers, spending limits, issuing and expiry dates.
- Credit/debit cards will not be issued to, or be used by, any member of staff who has not signed the Policy and Procedures document.
- The recipient will sign the card immediately upon receipt.
- Credit/debit cards must be kept secure at all times. When not in use all credit/debit cards must be kept in
- A written record of PIN numbers must not be kept and PIN numbers should be changed regularly (every 6 months).
- On leaving the employment of St Mary's Knaresborough Catholic Academy credit/debit cards must be returned to the School Business Manager with a full account of any outstanding expenditure. The School Business Manager will advise the credit card company to block further transactions against that card, and the card will be destroyed.

## **2. LOSS OR THEFT OF CREDIT/DEBIT CARDS**

- If lost, the card holder should contact Lloyds TSB immediately. A 24 hour service is available for this purpose. Telephone 0870 513 4588, quoting card number. A delay may result in unauthorised use of the card for which the school may hold the card user liable.
- Inform the School Business Manager as soon as the loss or theft is discovered.
- Inform the Police if loss is a result of theft, obtaining the crime report number.

## **3. USE OF CREDIT/DEBIT CARDS**

Credit/debit cards should **only** be used when the official ordering procedure using PS Financials either cannot provide best value or is unavailable owing to staff absence or school holidays

- A copy of the order confirmation should be forwarded to the Finance Officer (JDN) as soon as the order has been placed.
- The goods received note must be checked and countersigned by a member of the finance team to ensure adequate segregation.
- The Finance Officer (JDN) will retain the order confirmation and delivery note securely until the Bank Statement is received.
- Cards must not be used to withdraw cash.
- Cards must only be used for business related purchases where there is not a more cost effective way
- The types and values of purchases must be within limits agreed with the School Business Manager.

### **The Finance staff will:**

- Check the invoices and delivery notes for card payments.
- Input the amounts on the statements onto PS Financials on receipt of the Bank Statements (sent by the Finance Officer at The Bishop Wheeler Trust) to reconcile the statements, using correct nominals, cost centres and VAT codes, as advised by the Trust Finance Officer.
- Inform The Bishop Wheeler Trust of the Document Number for each transaction.

**MONITORING**

Usage of credit/debit cards and location of assets purchased will be subject to spot checks by the Group Accountant who will keep an independent record to be made available to the auditors.

Unauthorised use of credit/debit cards will be subject to investigation and may result in withdrawal of cards and / or disciplinary action.

I have read and understand the Credit/Debit Card Policy and Procedures and confirm that I will adhere to these in the use of the card provided.

Name of Card Holder: .....Print

Signature: .....Date: