



Credit Card Policy

Rationale

The credit card will be used most often for overseas purchases, internet purchases and travel in order to minimise transaction expenses. When there is no advantage to using a credit card the conventional school payment systems should be used.

General

1. The Board is responsible for ensuring 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.
2. 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.
3. 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.

Guidelines

4. The credit card that the board holds should be held and operated by the Principal's Assistant.
5. Use of the Credit card by the Principal's Assistant should be limited to requests from budget holders with properly authorised documentation. 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 had 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.
8. There will be no pin number allocated to the credit card.
9. 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 where prior authorisation from the Board is given.
10. All expenditure charged to the credit card should be supported by:
 - A credit card slip or printed internet documentation
 - A detailed invoice or receipt to confirm that the expenses are properly incurred on School business.
 - For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to support the GST input credit
11. The credit card statement should be certified by the Principal as evidence of the validity of expenditure.
12. Authorisation for the expenditure should be obtained on a one-up basis (for example the Principal should authorise any travel by the Deputy Principal and the Board should authorise any travel by the Principal). The Principal's Assistant is not allowed to approve her/his own expenditure.
13. All purchases should be accounted for within 5 working days of receiving a credit card statement.

Cash Advances

14. Cash advances are not permitted.

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 should never allow another person to use the card.
17. The cardholder must only purchase within the credit limit applicable to the card.
18. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
19. The credit card should only be used on the internet, by the cardholder, subject to the correct documentation as outlined in 10. above.

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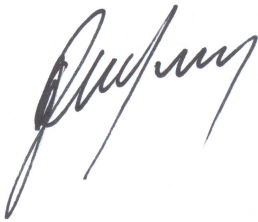
20. The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

Use of Personal Credit Cards

21. Staff or Board members using personal credit cards for any school purchases must provide the correct documentation as outlined in 5 and 10 above. Failure to provide this required documentation is likely to lead to no payment by the board and/or disciplinary action.

Approval

22. When the Board approved this Policy it agreed that no variations of this Policy, or amendments to it, can be made except with the unanimous approval of the Board.
23. As part of its approval the Board requires the Principal to circulate this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff.



Ratified by the Board of Trustees

Date 24 June 2010

Review Date: July 2013

Signature Section for Prospective Cardholder

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

Signed

Date