



# Credit Card Policy

## Rationale

Raglan Area School acknowledges that Credit Card use for purchasing is a necessary tool to enable efficiency in today's environment. The board has a responsibility to ensure credit card expenditure incurred by the school is clearly linked to the business of the school and has appropriate budget approval.

It also agrees there must be robust systems of monitoring in place to avoid misuse of the school credit/debit card.

## Policy Statement

Use of the school debit/credit card by staff is clearly a privilege which must not be abused. All credit/debit card expenditure must be clearly linked directly to school business, with appropriate budget allocation. It is not for personal use and cannot be used without appropriate authorisation. The board has delegated responsibility for monitoring of credit/debit card use to the Principal and Finance Committee.

## Policy Requirements

- Prior to the credit/debit card being issued, the recipient will be required to sign this policy document to signify they have read and understood the requirements and conditions.
- The attached register of cardholders/users of school credit/debit cards will be maintained
- The limits set for credit cards will not be exceeded.
- Any increases to the credit card limit must be approved and minuted by the board.

## Procedure

1. All use of the school credit/debit card must have authorisation. This should be obtained on a one-up basis.
  - a) Principal should authorise travel of staff
  - b) All cards must remain within the delegated limits
2. The school credit/debit card is not to be used for any personal expenditure and can only be used for the following:
  - a) payment of actual and reasonable travel, accommodation and meal expenses incurred on school business;
  - b) purchase of goods where prior authorisation from the Finance Manager/Principal has been given in advance of the purchase.

3. All expenditure charged to the credit/debit card needs to be supported by a detailed invoice/receipt to verify the expenditure meets policy requirements.
4. A GST invoice must be presented for expenditure incurred in New Zealand of value greater than \$50.00 (including GST)
5. Purchases must be accounted for within five working days of receiving the credit card statement. This will quickly verify expenditure and/or identify errors.
6. The credit card statement needs to be certified by the card user as evidence of the validity of expenditure. Credit card statements should be regularly reviewed by board finance committee members at regular intervals to ensure policy compliance and initiate a swift investigation for non-compliance or suspected theft or fraudulent activities.
7. No cash advances are permitted.
8. Any benefits of the credit card such as membership awards programme are only to be used for the benefit of the school and with prior approval from the Boards finance committee. They may not be redeemed for personal use.

<b>REGISTER OF AUTHORISED CREDIT CARD USERS</b>		
<b>Staff Member &amp; Position</b>	<b>Responsibilities and Delegations issued to this user.</b>	<b>Signature to verify understanding of policy compliance &amp; requirements</b>
Principal	Board of Trustees	
Finance Manager	Principal	
Property MAnager	Principal	