



Operational Policy 15 Credit Card Policy

Rational

A need has been identified for a school credit card. This enables Board approved staff to make school purchases without having to use personal cards and then claim back the purchase or use petty cash. A credit card provides better tracking and accountability than petty cash as all purchases are automatically recorded on the bank statement.

Initially the Board recommended the use of a debit card as it can be used like a credit card (e.g. for online purchases) but did not introduce the risk of running up debit. Unfortunately, the Ministry does not allow the use of debit cards on school accounts as this would mean a single signatory was allowed on a multiple signatory account. Therefore, the school's bank recommends the use of a credit card.

1. Policy

- 1.1 The Board can elect to provide a credit card for the Principal, Deputy Principal and Office Manager. Before a credit card is issued, to the Principal, a motion must be passed to provide them with a card. The motion must include the maximum credit limit.
- 1.2 Credit cards are issued to named individuals (referred to as cardholders), not roles, thus if the Principal changes, the card will need to be cancelled, and a new card issued (per 1.1 of this policy).
- 1.3 The credit card is not to be used for any personal expenditure.
- 1.4 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 related to school business
- 1.5 This Policy must be read in conjunction with other school policies, and the cardholder must comply with the approved budget and delegations of authority.
- 1.6 The cardholder is responsible for all purchases made with the card, and maybe required to reimburse the school for purchases that are made that are not in line with this policy.
- 1.7 All expenditure charged to the credit card should be supported by:
 - A detailed invoice or receipt to confirm that the expenses are properly incurred on School business,
 - An eftpos/credit card receipt,
 - For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice.
- 1.8 The credit card statement and associated receipts should be certified by the cardholder and another authorised signatory. This is to provide evidence of the validity of expenditure. The cardholder is not allowed to approve their own expenditure.
- 1.9 Occasionally banks change credit card limits. Card limits changes must be rejected by the card holder or approved by Board motion.
- 1.10 Prior to the card being issued, the recipient must be given a copy of this policy and be required to sign it, to signify that they have read and understood it.

2. Procedures to be followed when using the card

- 2.1 The cardholder is responsible for all purchases made with the card, and maybe required to reimburse the school for purchases that are made that are not in line with this policy.
- 2.2 The credit card is not to be used for any personal expenditure.

- 2.3 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 related to school business
- 2.4 The cardholder must comply with the approved budget and delegations of authority.
- 2.5 The cardholder must retain invoices/receipts for purchases made with the card.
- 2.6 The cardholder should never allow another person to use the card.
- 2.7 The cardholder must protect the pin number of the card.
- 2.8 The cardholder must notify the bank and the Board immediately if the card is lost or stolen.
- 2.9 The cardholder must return the credit card to the Board upon ceasing employment, or at any time upon request by the Board.
- 2.10 When making online or internet purchases:
 - a. The card holder must, to the best of their knowledge, use a computer clean of viruses. This requires the computer to be running anti-virus software, and that the software and definitions are up to date.
 - b. The card holder must not use an untrusted computer, e.g. an internet café computer is considered untrusted as the previous users are unknown.
 - c. The card holder must only enter credit card details on websites that display as secure – most web browsers show a green padlock in the address bar if the website is considered secure.
 - d. The card holder must be cognisant of web browser warnings relating to the security of the website they're visiting. If the browser displays warnings, the credit card number must not be entered.
 - e. The card holder must only use the card for purchases on well-known reputable web sites.
 - f. Before entering the credit card number, the card holder must double check the website address is the correct address for the company/organisation they are intending to purchase from.
 - g. Websites must be navigated to directly (by typing the web address in) or using a search engine – not by clicking links in an email. Links in emails often appear legitimate but can in fact be forged.

Signed:



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

Date:

18/11/19

Board Chair:
(Name)

Kim Coates

Next review date: July 2021