

## **Credit Card Policy**

### **1 Rationale**

- 1.1 The Board agrees that it has a responsibility to ensure 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 Process for Issue of Credit Cards**

- 2.1 Credit cards should only be issued to the Principal.
- 2.2 The limits set for credit card use should not exceed \$3,500.00 (Three Thousand Five Hundred Dollars only).

### **3 Guidelines and Procedures**

- 3.1 The credit card is not to be used for any personal expenditure.
- 3.2 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 for the school as approved by the Principal
- 3.3 All expenditure charged to the credit card should be supported by:
- A receipt
  - A detailed invoice or an online confirmation order 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
- 3.4 The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.
- 3.5 All purchases should be accounted for within 5 working days of receiving a credit card statement.

### **4 Cash Advances**

- 4.1 Cash advances are not permitted except in an emergency.

Index Reference: CrCP\_G  
Revision Date: March 2017  
Review Date: November 2018

4.2 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 Discretionary Benefits**

5.1 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.

**6 Cardholder Responsibilities**

6.1 The cardholder may allow another staff member to use the card for pre-approved purchases.

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

6.3 The cardholder must only purchase within the credit limit applicable to the card.

6.4 The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.

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

CHAIRPERSON..... *J. Bidis* ..... PRINCIPAL..... *C. Neil* .....  
DATE..... *30/03/2013* .....