



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	CREDIT CARD
Reference Number	D406
Section	Resources
Written By	Finance Manager
Checked By	Board Secretary
Approved By	Headmaster
Issue Date	February 2021
Review Date	February 2024
Associated Policies	D403 Financial Management, D407 Sensitive Expenditure.
Associated Procedures	

RATIONALE :

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 Headmaster.

PURPOSE :

1. To enable the Headmaster, Finance Manager, Director of Boarding and RTLB access to credit card funds in order to purchase goods and services for the School, Hostel, plus RTLB.
2. To define the parameters and rules for credit card use.
3. To provide adequate audit trails and controls.

GUIDELINES :

1. The Board requires the Headmaster, as the Chief Executive and the Board's most senior employee, to implement and manage this policy. The Headmaster may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
2. This policy must be read in conjunction with other school 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.



Process for Issue of Credit Cards.

3. Credit cards should only be issued to staff members after being authorised by the Board via the Board Secretary.
4. A register of cardholders should be maintained by the Finance Manager.
5. The limits set for credit card use should not exceed the overall financial delegation of the cardholder. Any variations require Board approval via the Board Secretary.
6. Prior to the card being issued, the recipient must be given a copy of this policy by the Finance Manager and be required to sign it off to signify that they have read and understood it.

Procedures for Use of Credit Cards.

7. The credit card is not to be used for any personal expenditure.
8. The credit cards will only be used for School, Hostel and RTLB business.
9. All expenditure charged to the credit card should be supported by :
 - A detailed GST invoice or GST receipt to confirm that the expenses are properly incurred on School/Hostel/RTLB business, (with all purchases itemised).
 - For non-GST registered suppliers, an invoice or receipt to confirm that the expenses are properly incurred on School business, (with all purchases itemised).
10. The credit card statement should be certified by the Finance Manager as evidence of the validity of expenditure.
11. Authorisation for expenditure should be obtained on a one-up basis. For example the Board, (with the exception of the Staff Representative and/or Student Representative), should authorise the Headmasters expenditure, the Board Secretary should authorise the Finance Managers expenditure, the Finance Manager should authorise both the Hostel & RTLB expenditure. Cardholders are not allowed to approve their own expenditure.
12. All purchases should be accounted for within five working days of receiving a credit card statement.

Cash Advances

13. Cash advances are not permitted except in an extreme emergency, and preferably with advance notice given to the Headmaster.
14. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts, of how the cash was used. Any unspent monies must be returned to the school immediately upon return.

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 may allow another member of staff to use the card for School or Hostel business.
17. The cardholder must protect the pin number of the card.



18. The cardholder must only purchase within the credit limit applicable to the card.
19. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
20. The cardholder must return the credit card to the school upon ceasing employment there or at any time upon request by the Board.

