

Appendix L

Use of Card Policy

From time to time the school may be offered an opportunity to purchase goods or arrange for services for the school from companies that shall not invoice but shall only accept a direct payment. In order to make use of these Best Value offers the school holds a debit or charge card. The Head teacher will ensure that there is budgetary provision for all purchases and that there is sufficient balances available in the bank to cover the expenditure. There are some schools who may also wish to hold a store card.

Charge Card

The charge card should be in the name of a named officer preferably the School Business Manager and it is stored in a locked filing cabinet in the School Business Manager's office. It is not removed from the premises for use in shops etc; it is only used for internet/phone orders where a charge card is necessary or preferable. The card will not be used by any other member of staff. There should be a credit limit set by the school.

Budget holders who wish to make internet orders complete the usual Order Request Form and pass to the School Business Manager for processing. An order will be raised on school's financial system thus creating the commitment. The order will be made out in the name of the charge card company and the supplier's name will be entered in the narrative on the order.

The order and relevant details will be passed to the School Business Manager who will pass the request to the Headteacher for authorisation and will then make the internet order using the charge card. A printout confirming the placement of the order and all accompanying paperwork will be filed in the charge card file.

Once the goods have been received, the School Business Manager will, as per usual, ask the budget holder to authorise the invoice for payment (to ensure that the goods have been received and are suitable). This will also be filed in the charge card file.

When the charge card statement is received the School Business Manager will ensure they have an order and an authorised invoice for each item. This will then be passed for final sign off by two cheque signatories as per our existing financial procedures.

Each item on the charge card is entered on the FMS system against the relevant order, gross of VAT. Invoices will be processed to clear the orders.

The payment to the charge card company will be made by direct debit. The statement will have already been approved through the procedures outlined above. All balance should be paid within the credit period allowed so no interest is incurred.

No cash withdrawal with the card and no personal purchases are to be made on the card. Loss of cards should be reported to the Head teacher immediately. All authorised

cardholders shall sign to accept that they have personal responsibility for transactions on the card (specimen below).

Debit Cards

All the above controls and procedures are the same for debit cards. Direct debit purchases that hit the schools current account are to be reconciled monthly.

Employee card under taking:

Last Name:

First Name(s):

Post:

Office Location:

Telephone Number:

I declare that:

- **I have received a Charge Card and associated PIN and will keep it in a safe place at all times;**
- **I have read the Guide and agree to comply with its requirements;**
- **I accept responsibility for the security, safekeeping.**
- **I undertake to use the Charge Card solely for school business**
- **If I leave the school I will hand the card over to the Head teacher..**

Staff are advised to read and refresh themselves of the above regulations.

Signed: _____

Dated: _____