



REVIEWED: March 2022.

2022 Technology Centre Credit Card Procedures:

Belief

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 procedure and has delegated responsibility for the implementation and monitoring of this to the Principal.

1. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this procedure.
2. This Policy must be read in conjunction with other Board 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.

Action

Process for Issue of Credit Cards

3. Credit cards should only be issued to staff members after being authorised by the Board.
4. A register of cardholders should be maintained.
5. The limits set for credit card use should not exceed the overall financial delegation of the cardholder, as set out in the Schedule of Delegations. Any variations require Board approval.
6. The BoT has approved that the Raumati Beach School Technology Centre be issued with a credit card.

Procedures to be Followed when Using the Card

7. The credit card is not to be used for any personal expenditure other than that associated with school business.

8. 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 where required.

9. All expenditure charged to the credit card should be supported by:
 - A Purchase Order form with a note the Visa was used and signed by the cardholder
 - A detailed invoice or receipt 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

10. The credit card form with attached receipts should be certified by the cardholder as evidence of the validity of expenditure and given to the Bursar.

Cash Advances

11. Cash advances are not permitted except in an emergency.

12. 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. (Prior approval must be obtained from the Principal in writing)

Discretionary Benefits

13. Any benefits of the school 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

14. The cardholder should never allow another person to use the card.

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

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

17. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
18. The credit card should not be used on the internet without prior Board approval (This is delegated to the Principal).
19. The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

I have read and understand the credit card procedures in relation to the use of the Raumati Beach School Technology Centre Credit Card.

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Date.....

Pip Timoteo

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