



TE AWAMUTU COLLEGE

POLICY STATEMENT ON CREDIT/DEBIT CARD USE



Purposes

1. Any credit or debit card use must be clearly linked to the business of the school.
2. The Principal, as Chief Executive, will monitor credit card issuing and usage.

Guidelines

1. The Principal, liaising with the Financial Officer, will keep a register of cardholders and users.
2. Credit limits will be set for the various credit/debit cards by the Principal.
3. Recipients of credit/debit cards will be notified of credit limits and conditions of use. Recipients will be given a copy of this policy and any other necessary instructions.
4. The credit/debit card is not to be used for any personal expenditure.
5. The credit/debit card will only be used for payment of actual and reasonable travel, accommodation, meal expenses and purchases of goods incurred on school business.
6. All expenditure charges to the credit/debit card should be supported by:
 - A credit/debit card slip.
 - A detailed invoice or receipt to confirm that expenses are properly incurred on school business.
 - For expenditure incurred in New Zealand there should also be a GST invoice to support the GST input credit.
7. The cardholder must notify the credit/debit card company and the school immediately if the card is lost or stolen.
8. The cardholder must return the credit/debit card as required by the Principal or upon ceasing employment or at any time upon request by the Board of Trustees.
9. Authorisation for the expenditure should be obtained on a one-up basis (the Principal should authorise any expenses by staff and the Board should authorise any by the Principal). Cardholders are not allowed to approve their own expenditure.
10. Cash advances are not permitted.

CHAIRPERSON _____ DATE _____

PRINCIPAL _____ DATE _____