

Use of the credit card – protocols and procedures

Protocol

This protocol has been developed to ensure good use of public funds and to protect staff by having clear procedures in place. This is in addition to Section 10 of the Trust Board approved AAAT Finance Policy and a copy of this document is to be maintained with the Finance Policy.

School Approved Credit Card Users (a selection of the following)- Each card is issued to a named person within a named establishment.

- Headteacher/Head of School
- Deputy Head
- Office Manager
- Finance Officer
- Caretaker

Agreed spending limit

The card total limit is a maximum of £5,000. Careful consideration of this limit should be taken prior to purchasing. A limit for any single use of £500 is strongly recommended.

Storage of the card

When not in use the credit card MUST be kept in the safe as maintained by the Office staff. The person requesting use of the card will sign for it in accordance with Appendix D1. This is to ensure that due diligence and control of the credit card is maintained and its whereabouts is known at all times. Upon its return the Office Manager/Finance Assistant will sign for receipt as recognition of return of the card and its deposit back in to the safe.

Procedure for purchasing

Before any purchase is made approval MUST be sought in writing from the Headteacher/Head of School, or in his/her absence the Deputy Head. This approval MUST be shown to the Office Staff without which the Credit Card will NOT be released. This is the beginning of an audit trail of paperwork.

Once approval is given obtain the card from the Office Manager/Finance Assistant using the Credit Card Usage Form Appendix D1.

On-line - If ordering on-line a copy of the invoice must be printed of your order and given it to the Finance Assistant – this is required to cross reference with the credit card statement later in the month.

Off premises Purchases - If purchasing goods from a shop, on return to school a copy of the receipt MUST be given to the Finance Assistant. If it is not clear from the receipt the nature of the purchase please write full details of the item/s purchased on the reverse or a separate piece of paper and attach it to the receipt.

Keep passwords secret

If you register with a particular site you will be asked to enter a name and password. Keep passwords completely secret – as you would with cash machine PINs. Remember, the card is

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YOUR sole responsibility when in your possession. When using off premises at no time should the PIN be kept with the card and care should be observed at all times.

Do not save card details

When you have been asked for your card details, ensure that these are not saved on the site.

Control and Checking

Each month, once the credit card bill has been received the Finance Assistant will check all purchases against the bill and follow up any anomalies. Any discrepancies must be reported to Headteacher/Head of School or Deputy Head and notified to the AAAT Chief Finance Officer without delay.

Records of all purchases and the accompanying paperwork must be kept in a file accessible for the AAAT Chief Finance Officer, LGB Finance Governor and auditors to review as appropriate.

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Credit Card Usage Record (Print off as and when needed). This form is to be maintained in the Office and filed with all copy receipts of ALL Purchases

Date	Card passed to Name: -	Card Received by:- Signature	Purpose of usage i.e. Purchase details. Copy Receipts to be attached)	Card Returned Date	Card Signed for and locked in Safe