

## **CREDIT CARD POLICY**

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 and has delegated responsibility for the implementation and monitoring of this Policy to the

Headmaster.

### **Process for Issue of Credit Cards**

1. Credit cards should only be issued to staff members after being authorised by the Board.
- 2.

Cardholder	Limit
Headmaster	\$5000
International Director	\$5000
Hostel Manager	\$10000

3. 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.

4. Prior to the card being issued, the recipient must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.

### **Procedures to be Followed when Using the Card**

5. The credit card is not to be used for any personal expenditure.

6. 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 prior authorisation from the Board is given.

7. All expenditure charged to the credit card should be supported by:

- A credit card slip
- 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

8. The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.

9. Authorisation for the expenditure should be obtained on a one-up basis (for example the Headmaster should authorise any travel by the Deputy Headmaster and the Chairman of the Board should authorise any travel by the Headmaster). Cardholders are not allowed to approve their own expenditure.

10. All purchases should be accounted for within 5 working days of receiving a credit card statement.

### **Cash Advances**

11. Cash advances are not permitted except in an emergency. Adams House reimbursements to a maximum of \$500.

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.

**Cardholder Responsibilities**

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

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

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

16. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.

17. The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

**Approval**

18. When the Board approved this Policy it agreed that no variations of this Policy

or amendments to it can be made except with the unanimous approval of the Board.

19. As part of its approval the Board requires the Principal to circulate this policy

to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School policy manual shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Adopted by: Board of Trustees March 2011

Next review: April 2014