Anywhere National School

Credit Card Policy

1. **Scope**
	1. This policy statement applies to all employees authorised to use a credit card at xxxxx Primary School who come under the control of the Board of Management.
2. **Aims** & **Responsibilities**
	1. The Board of Management seeks to ensure effective and robust procedures to ensure proper use of the school credit card.
	2. The Board of Management will monitor and review this policy annually will put controls in place to operate credit card management procedures and arrangements.
3. **Terms and Conditions of Use**
	1. **Issue and Safekeeping of Credit Cards**
		1. The Board of Management will designate the Principal to be responsible for the establishment and maintenance of a central record of all credit card users detailing card numbers, spending limits, issuing and expiry dates.
		2. Credit cards will not be issued to, or be used by, any member of staff who has not signed the Policy and Procedures document
		3. A written record of PIN numbers must not be kept and PIN numbers to be changed regularly (e.g. every six months).
	2. **Loss or Theft of Credit Cards** - If a credit card is lost, the cardholder must:
		1. Contact xxx Bank immediately. A 24-hour service is provided for this purpose – telephone number xxxxxxx, quoting card number
		2. Inform the School Business Manager as soon as the loss is discovered and inform the police if loss is a result of theft and obtain a crime reference number
	3. **Use of Credit Cards**
		1. The use of school credit cards must only be in exceptional circumstances to obtain goods from suppliers whom we have no account or credit agreement with i.e. Amazon or other wholesaler
		2. Invoices must be authorised for payment by credit card before being paid and held on file for matching with the credit card bill
		3. The card must **not** be used to withdraw cash
		4. The card must only be used for business related purchases only, unless otherwise agreed by the Principal
4. **Credit Card Statement**
	* 1. The administrator will check the credit card statement against the ‘authorised Invoices’ and notify the Principal of any discrepancies that has occurred.
		2. Record the expenditure in the Income & Expenditure for each month
5. **Monitoring**
	* 1. Unauthorised use of credit cards will be subject to investigation and may result in potential reclaim from the card user, withdrawal of card and/or disciplinary action

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| **Date of Review****Signed** |  |