

Credit Cards Policy

4.5

Rationale

1. The use of credit cards by the Principal and school staff for school related expenses assists in the efficient financial management of the College and requires suitable safeguards.

Requirements

1. Credit cards may be made available to the Principal and the Business Manager to use for school related purposes.
2. The issuing of, and the financial limit for, any card used by the Principal and / or the Business Manager shall form part of the Board's annual financial delegations.
3. Any cards issued shall be used only for expenses within the constraints of the school's budget and within the Board's financial delegations for the person using the card.
4. The cards shall not be used for personal or other expenditure not related to the school.
5. Cash advances may only be obtained in an emergency.
6. The user of a card shall retain all receipts and invoices in relation to the use of the card.
7. The card user shall not allow any other person to use the card and shall otherwise comply with the card issuer's terms and conditions for the use of the card.
8. All statements for the cards issued, and the related receipts and invoices, shall be vetted by the Board Chair in the case of the Principal's card and by the Principal in the case of the Business Manager's card.
9. Any benefits of the credit card such as a membership rewards programme are only to be used for the benefit of the school. They should not be redeemed for personal use.
10. If the card is lost or stolen the cardholder must immediately notify the credit card company and the Board Chair (in the case of the Principal) or the Principal (in the case of the Business Manager).
11. The card user must return the credit card to the school upon ceasing employment there, or at any time upon request by the Board.

Adopted by Board of Trustees: March 2018