

Stella Maris School Credit Card Procedures

Purpose

To clearly establish procedures for the provision and use of the Stella Maris School credit card.

Process for Issue of Credit Cards

- 1) Credit cards must only be issued to staff members after being authorised by the Board.
- 2) A register of cardholders must be maintained.
- 3) Prior to the card being issued, the recipient must be given a copy of these procedures and be required to sign it off to signify that they have read and understood it.

Procedures to be Followed when Using the Card

- 1) The credit card is not to be used for any personal expenditure.
- 2) 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 within budget expectations.
- 3) All expenditure charged to the credit card must be supported by a detailed invoice or receipt to confirm that the expenses are properly incurred on School business
- 4) For expenditure incurred in New Zealand of value greater than \$50 (including GST) there must also be a GST invoice to support the GST input credit
- 5) The credit card statement must be certified by the cardholder as evidence of the validity of expenditure.
- 6) Authorisation for expenditure must be obtained on a one-up basis for any single purchase item greater than \$2,000
- 7) All purchases must be accounted for within 5 working days of receiving a credit card statement.
- 8) Monthly statements for the credit card will be approved at Board of Trustees financial sub-committee meetings.

Cash Advances

1. Cash advances are not permitted except in an emergency.
2. 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.

Discretionary Benefits

Any benefits of the credit card such as a membership awards programme are only to be used for the benefit of the School. They must not be redeemed for personal use.

Cardholder Responsibilities

- 1) The cardholder must never allow another person to use the card.
- 2) The cardholder must protect the pin number of the card.
- 3) The cardholder must only purchase within the credit limit applicable to the card.
- 4) The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
- 5) The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

Approval

When the Board approved this Procedure it agreed that no variations of this Procedure or amendments to it can be made except with the approval of the Board.

Signed
Board Chairperson
On behalf of, and with the authority of the Board on

Signature Section for Cardholders

I have read and understood these procedures and agree to abide by it.

Signed

Date