

Lincoln High School

Credit Card Procedures



Process of Issue of Credit Cards:

1. Cards should only be issued after being authorised by the Board.
2. The limits set for the card use will be specified by the BOT at time of approval.
3. Prior to the card being issued, the recipient must be given a copy of these procedures. It is a requirement that they be signed off by the recipient to signify that they have read and understood them.

Procedures to be followed when using the card:

1. The card can only be used for:
 - payment of actual and reasonable expenses incurred on School business; or
 - purchase of goods where prior authorisation from the Board is given.
2. All expenditure charged to the card and cash advances should be supported by documentation including:
 - A detailed invoice or receipt to confirm that the expenses are properly incurred on School business
 - Any other relevant supporting documents
3. Any unspent cash must be returned to the School.
4. The card statement should be certified by the cardholder as evidence of the validity of expenditure. This will then be certified by the Principal (or in the case of the Principal's card, the BOT Chairperson or Finance Committee Chairperson).

Discretionary Benefits

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

Cardholder Responsibilities

1. Only the cardholder or a person nominated by the Principal may use the card.
2. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
3. The cardholder must return the card to Lincoln High School upon ceasing employment, or at any time upon request of the Board or the Principal.

Signature Section for Prospective Cardholders:

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

Signed

Date

Approved 31 October 2016