

Lincoln High School

Credit Card Policy



Rationale:

With the authority of the Board, credit cards with defined credit limits may be issued to staff members for the purpose of purchasing goods and services required for the operation of the school on behalf of the school. The basis on which credit cards are issued is set out below.

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 this policy. It is a requirement that they be signed off by the recipient to signify that they have read and understood them.

Policy to be followed when using the card:

1. The card can only be used for:
 - a. The payment of actual and reasonable expenses incurred on School business; or
 - b. The purchase of goods or services where prior authorisation from the Board is given.
2. All expenditure charged to the card and cash advances should be supported by appropriate documentation including:
 - a. A detailed GST invoice or receipt to confirm that the expenses are valid and properly incurred on School business.
 - b. Any other relevant supporting documents.
3. The card can only be used to draw cash in an emergency. Where the card has been used to draw a cash advance, any unspent cash must be returned to the School and accounted for.
4. The card statement should be certified by the cardholder as evidence of the validity of expenditure. This will then be approved by the Principal (or in the case of the Principal's card, the BOT Chairperson or Finance Committee Chairperson).
5. The staff member to whom a credit card is issued will remain liable for the charges made against that credit card until the expenditure is approved.

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 this policy and agree to abide the requirements thereof.

Signed: _____

Date: _____