



Introduction

1. The Board agrees that it has a responsibility to ensure that credit card expenditure incurred by the School must clearly be linked to the business of the School. The Board has delegated responsibility for the implementation and monitoring of this Policy to the Board Finance Committee.
2. This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.
3. The Board approves the combined Credit Card limit.
4. As a State Integrated School, the Board of Trustees requires that all aspects of this policy be guided by the Special Character Policy.

Process for Issue of Credit Cards

5. Credit cards should only be issued to staff members after being authorised by the Board Finance Committee.

Schedule of Authorised Credit Card Holders and Credit Limit Delegations	
Cardholder	Credit Card Limit
Principal	\$5,000
Associate Principal (1)	\$2,000
Associate Principal (2)	\$2,000
Head of Senior College	\$2,000
Head of Middle School	\$2,000
Head of Primary School	\$2,000
International College Director	\$5,000
International College Assistant Director	\$5,000
Finance Manager	\$4,000
Property Manager	\$1,500
Caretaker	\$1,000
Canteen Supervisor	\$1,000
Performing Arts Coordinator	\$1,000
Head of Sport	\$1,000
Head of performing Arts	\$1,000
Library	\$4,000

6. The limits set for individual credit card use should not exceed the overall financial delegation of the cardholder, as set out in the Schedule of Authorised Credit Card Holders and credit limit delegations. Any variations will require Board Finance Committee approval.
7. Prior to the card being issued, the cardholder must be given a copy of this policy and be required to sign it to signify that they have read and understood it.

8. Finance Manager to ensure Credit Card holders sign the Credit Card Policy annually and report this to the Board Finance Committee.
9. Credit Card holders to retain a copy of the Credit Card Policy.

Procedures to be followed when using the Card

10. The credit card will only be used for the purchase of goods and services incurred for school business within allocated budgets.:
11. The credit card is not to be used for any personal expenditure. In the event this occurs, the card holder is to immediately inform either the Principal or Finance Manager with a written explanation and a copy of the invoice. The school is to be immediately reimbursed and a copy of the payment with written explanation and invoice attached to the Credit Card Statement.
12. All expenditure charged to the credit card should be supported by:
 - A credit card slip
 - A detailed invoice or receipt to confirm that the expenses are properly incurred on School business
 - Loss of receipt: first endeavour to obtain a copy of the receipt or failing that, write a list of items purchased and a reason for loss of receipt. Attach to credit card statement.
 - For expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to support the GST input credit.
13. The credit card statement must be certified and signed by the cardholder as evidence of the validity of expenditure.
14. All purchases should be accounted for within 5 working days of receiving a credit card statement.

Authorisation and Audit of Credit Card Statements

15.
 - Credit card statements are checked and signed by the Finance Manager.
 - Principal credit card statements are checked and signed by the Board Chairperson.
 - Finance Manager, International College Director, International College Assistant Director and Senior Leadership Team members credit card statements are checked and signed by the Principal.

Cash Advances

16. Cash advances are not permitted except in an emergency or for foreign currency requirements while on overseas travel for school purposes.
17. 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

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

Cardholder Responsibilities

19. The cardholder must never allow a person not employed by the Board to use the card.
20. The cardholder must protect the pin number of the card.
21. The cardholder must only purchase within the credit limit applicable to the card.
22. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
23. The cardholder must return the credit card to the School upon the day that employment ceases at the school or at any time upon request by the Board Finance Committee.

Signature of AUTHORISED CARDHOLDERS	
I have read and understood this policy and agree to abide by it.	
Name	
Position	
Signed	
Date	

BOARD OF TRUSTEES	
Board copy of the Policy to be signed by the Board Chairperson	
Name	
Position	
Signed on behalf and with the authority of the Board	
Date	
Next Review	