



# Sacred Heart College, Napier

## NATIONAL ADMINISTRATION GUIDELINE 4

### **Policy Statement: Credit Card**

The Special Character, also known as the Catholic Character, provides the framework within which the whole school curriculum is delivered; it is integral to everything that takes place in the school, or on behalf of the school, and its community.

#### **RATIONALE**

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 agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
2. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
3. This Policy must be read in conjunction with other Board Policies.

#### **PURPOSE**

##### **Process for Issue of Credit Cards**

1. Only one credit card should be issued to the school in the name of the Principal.
2. The limits set for credit card use should not exceed the overall financial delegation of the cardholder. Any variations require Board approval.

##### **Procedures to be Followed when Using the Card**

3. The credit card is not to be used for any personal expenditure.
4. 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 'online goods and services provided the expenditure is within the approved credit limits.
5. All expenditure charged to the credit card should be supported by:
  - A detailed invoice or receipt to confirm that the expenses are properly incurred on School business
  - 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
6. The credit card statement should be certified by the Executive Officer and then signed off by the Board Chair.

## **Cash Advances**

7. Cash advances are not permitted except in an emergency.

## **Discretionary Benefits**

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

## **Cardholder Responsibilities**

9. The cardholder should not allow other person's to use the card unless one of those persons has been approved as a delegate. DP, EO Principal Secretary.
10. The cardholder must protect the pin number of the card.
11. The cardholder must only purchase within the credit limit applicable to the card.
12. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
13. The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

## **CONCLUSION**

1. When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
2. As part of its approval the Board requires the Principal to circulate this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School policy manual shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.



Carolyn Hegarty (BOT Chairperson)

Reviewed:

Review: February 2020