

## **JOHN PAUL II MULTI-ACADEMY**

### **DEBIT CARD POLICY**

The Director's have agreed to the multi-academy having debit cards to enable us to take advantage of purchasing items, usually over the internet, to further achieve value for money. The debit card is linked to the petty cash account.

#### **Nominated card holders**

The multi-academy has 6 debit cards in individuals names see Appendix 1. The designated individuals have signed the card and a declaration form stating that the card has been received. The card will not be shared with other staff.

If a nominated card holder leaves employment they will return the card to the Business Manager/Principal so that the card can be destroyed and the bank notified. The Audit and Finance Committee will then review the policy at their next meeting and agree/nominate a member of staff/position for a debit card should there still be a need.

#### **Restrictions on use of cards**

The card will be used solely for school business and not for personal use.

#### **Financial Limit**

Financial limits have been set as £1,000 for a single transaction at Bishop Walsh and £500 in at the primary schools to safeguard both the school's and individuals. Any changes to these limits will need to be approved by the Board of Directors prior to any transactions being processed or purchases made. In the case of an emergency the Accounting Officer may approve expenditure over £1,000 and report this to the Board of Directors appropriately.

#### **Card storage**

The cards will be stored in the school safe when not in use and will never be left unattended. The card number and PIN will be stored in a safe place which the member of staff will be responsible for. Misuse of the cards may result in disciplinary action, which will be dependent upon the nature of the breach of the policy.

#### **Types of expenditure**

The cardholder will only use the card to order/buy goods/services that were stated as a business requirement. Items purchased will include items previously purchased via petty cash, emergency purchases/repairs, foreign currency for educational visits, alcohol for school events, non-contracted goods & services, and low value/one off purchases. The card will not be used to order contracted goods/services

Process for spending on the cards

All purchases will require the following prior to being ordered:

- A petty cash/debit card form signed by the relevant budget holder.
- A printed copy of the goods from the website if ordering over the internet.
- A receipt if used in shops.

Budget holders will need to sign documentation to verify that goods/services have been checked and received.

Recording transactions

The cardholders pass all receipts and appropriate supporting documentation for all transactions to the finance team. These will then be entered on the SAP system and a claim submitted to Entrust so that the imprest is reimbursed.

Reconciliation of the accounts

The petty cash bank statements will be reconciled monthly. Any unknown card transactions or transactions that are in breach of business requirements that are identified on the card will be reported to the Head Teacher, documented and investigated accordingly. Bank statements and associated paperwork relating to the card transactions will be available at any time for inspection by Directors if required.

Date of last review:	July 2014
Date of current review:	October 2014
Date of next review:	October 2015

**JOHN PAUL II MULTI-ACADEMY**  
**BISHOP WALSH CATHOLIC SCHOOL**

**Debit Card**

- I acknowledge receipt of debit card number \_\_\_\_\_.
- I accept that it is for school use only and will not be used for personal purchases.
- I will ensure purchases made meet the approved criteria.
- I will ensure the debit card; card number and PIN are kept secure at all times.
- I confirm I have read and understood the Debit Card Policy.

**Signed:** \_\_\_\_\_

**Name [printed]:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Appendix 1**

**Debit Card – List of Card Holders**

<b><u>School</u></b>	<b><u>Names Person</u></b>	<b><u>Position</u></b>
Bishop Walsh	Dawn Knott	Business Manager
Bishop Walsh	Christine Clueit	Finance Officer
Bishop Walsh	David Williams	Senior Science Technician
Holy Cross	Teresa Cotter	Principal
St Joseph's	Gerry O'hara	Principal
St Nicholas'	Matthew Emery	Principal