



## CHARGE/CREDIT CARD POLICY

**This Policy was adopted by:**

**The Directors of Ventrus Multi Academy Trust**

**on 13<sup>th</sup> June 2018**

**Signed by.....**  **.....Chair of Directors**

**Review Date ..... Signed .....**

**Review Date ..... Signed .....**

## Debit Card Policy

The purpose of the debit card is to enable Value for Money purchases in connection with the school/Trust educational and business activities.

The card should under no circumstances be used to withdraw cash.

The cards should under no circumstances be used for personal purchase. Misuse of the card may result in withdrawal of the card and disciplinary action, including dismissal.

Prior approval from a named person within the organisation must be given for purchases that may be seen as improper use of public funds, *ie in restaurants or hotels*.

In the event that the card is used for payments that could be seen as 'improper use of public funds' relevant documentation must accompany receipts showing an explanation of the reasoning behind the transactions. This should also correspond to the Ventrus Travel & Expenses Policy.

All cards will be kept secure by the designated cardholders.

Individual pin numbers must be kept private and used only by the designated card holder.

Each card holder must sign and date a copy of the school's written policy and Employee Undertaking declaration (Appendix A). This will be kept securely in the school's office and on the member of staff personnel file.

Each card holder is responsible for ensuring the security of their card. Cardholders must take all reasonable precautions to prevent loss or misuse, including the following:-

- Do not allow any other person to use your card
- Sign your card immediately on receipt
- Keep your card secure at all times until required, never leave it unattended

All existing financial procedures must be adhered to. Requisition forms must be completed and authorised on the correct form then passed to the office for processing in the usual way. All card purchases must be approved by the in line with current delegation limits. It may be that on occasion this is done in retrospect however approval MUST still be completed in the applicable manner.

All documentation must be kept with regard to the card transaction and reconciled with the monthly bank statement at the end of the month. Entries onto the accounting system must be entered when the transaction has been completed or when an itemised invoice is received. Correct VAT codes are to be used.

### **Lost or Stolen Card**

The card holder is responsible for the security of the card and the transactions made with the card. If the card is lost or stolen, the following steps should be taken immediately:

Call the Customer Services Helpdesk. A customer service representative will block the use of the card and order a replacement card with a new account number.

Notify the Director of Finance & Commercial and Finance Manager

### **Cancellation of the Card**

When an employee is no longer required to hold a card, a cancellation of Employee Undertaking Form (Appendix B) must be completed. This should be done in advance and as soon as a cancellation date is known. The form must be signed by the cardholder and Head Teacher/DOSI/CEO. It should be returned to the Finance Manager, who will then be able to give advance notification to the Trust's bankers of the date of cancellation.

### **Damaged Cards**

If your card becomes damaged, a replacement card can be requested by contacting the Finance Manager. You should follow the procedures as per card cancellations. Once your existing card has been cancelled the Finance Manager will receive a replacement card and arrange to forward it to you.

### **Limits**

The risk to the Trust is significantly reduced as the amount held in the account is no greater than £5000 at any one time.

Spending limits for the Card are as per the Scheme of Delegation in the Finance Policy.

## Charge/Credit Card Programme Employee Undertaking

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Position: \_\_\_\_\_

### I declare and understand that:

- I have received my Card and associated PIN and will keep it in a safe place at all times
- I will not disclose any PIN numbers associated with cards issued to me.
- I will obtain valid tax documentation to support payments made and any VAT recovery and promptly submit them to the relevant office.
- I agree to comply with the Trust's Charge/Credit Card Policy and its requirements
- I accept responsibility for the security, safe-keeping and confidentiality of the debit card issued to me
- I undertake to use the debit card solely for the Trust business
- If I leave the school with purchases outstanding on the card which cannot be reconciled with business use , I agree to the outstanding monies being deducted from my final salary payment
- I will immediately notify the Trust's bankers and Ventrus should my card be lost or stolen
- I will immediately notify the Trust's bankers and Ventrus should my card be subject to fraudulent use

### This Employee undertaking will be applied in conjunction with the Trust's:

- Code of Conduct
- Disciplinary Procedure
- Financial Regulations

Staff are advised to read and refresh themselves of the above regulations.

Card Holder Name: \_\_\_\_\_

School: \_\_\_\_\_

Signed \_\_\_\_\_

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

**Charge Card Controls Overview:**

As charge cards charge bank accounts directly and payments, therefore, have an immediate impact on bank balances; their misuse or loss can be extremely serious for the Trust. Used properly these methods of payment are generally considered to be safe, but we have put certain controls in place to ensure their proper use and to protect the individuals using them. These include:

- We have set out a clear policy for the use of payments cards, the criteria for their issue, spending limits and their security
- We may put restrictions on the type of retailers where the cards may be used, e.g. use in restaurants, food retailers or on certain websites
- We will make sure that we communicate the policy for the use of payment cards clearly in writing, to all staff using them
- We will ensure payment cards are cancelled and destroyed, if the individual ceases to work for the school or if authorisation for the card's use is withdrawn
- It is the responsibility of the cardholder to make sure that any expenditure is supported by a voucher and/or invoice and recorded and analysed in accounting records.
- We will periodically review the card use to ensure consistency of use with set policies.

**Ventrus Multi Academy Trust**

School:

**Charge/Credit Card Programme Cancellation of Employee Undertaking**

Last Name .....  
First Name .....  
Position .....  
Telephone No .....  
Debit Card No .....  
Date Cancellation Effective .....

**I declare that I no longer require the use of the Debit Card issued to me as above because (\* - Please indicate reason):**

- **I no longer have a use for the card\***
- **I am changing job\***
- **I am leaving employment with ..... school.\***
- **Other (please specify)\* .....**
- **On the last day of use, I will cut my card through the smartcard chip and return it with this form to the Finance Manager**

Signed (Card Holder) .....

Dated: .....

Signed: HT/DoF/DoSI/CEO .....

Dated .....

**Please return this form to:**

Maria Phillips

Finance Manager

Ventrus Multi Academy Trust

Woodwater Academy, Woodwater Lane, Exeter, EX2 5AW

