

Credit Card Policy

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1.0 Introduction

The purpose of this document is to provide clear guidance to employees on the issue and usage of Company Credit Cards, all individuals must have due regard to the best interest of Birmingham Diocesan Multi-Academy Trust (BDMAT).

2.0 Card Issue

A Corporate Credit Card may only be issued by the Central Finance Team, where their functions and duties would be enhanced by the use of a Corporate Credit Card. Each Corporate Card will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will sign the attached declaration. Only authorised personnel may use the card. No more than one card shall be issued per cardholder.

3.0 Card Usage

3.1 From time to time the school / BDMAT Central may be offered an opportunity to purchase goods or arrange for services for the school / BDMAT from companies that cannot invoice the organisation but will only accept a direct payment.

3.2 The primary method of payment remains invoicing and this shall generally be used in preference to card purchases where such is offered by the supplier.

- The credit card shall be issued by Lloyds, BDMAT's bankers.
- Each card shall be stored in a safe / locked drawer when not in use.
- The PIN number for each card shall be known only by the cardholder and not disclosed to anyone else or written down.
- In the event of lost or stolen cards, the loss shall be reported by the cardholder to the issuing bank, the police (if stolen) and Head of Finance immediately.
- Should fraud or misuse be suspected, the bank and Head of Finance should be informed immediately so that the appropriate action can be taken.
- The credit card account shall have a spending limit of £2,000 controlled by the bank, this limit will be reviewed from time to time by the Chief Finance and Operations Officer (CFOO).
- The balance on the credit card will be paid from the central account in full every month.
- The credit card transaction should be entered into the accounts as soon as possible with credit card authorisation number, to ensure the completeness of the accounting records and ready to be reconciled when the bank statement reaches the school / BDMAT.

- All receipts shall be authorised by either the Headteacher, Head of Finance or a designated person.
- The cards shall not be used for personal expenditure under any circumstances.
- Cash withdrawals are not permitted unless prior permission is obtained from the CFOO.
- All authorised cardholders shall sign to accept they have personal responsibility for transactions on “their” card which are not conducted with the approval of the school and/or Central Finance Team in accordance with this policy. Refer to Appendix 1.
- The cardholder shall also authorise the Central Finance Team to recover the cost of any unauthorised transactions and where reimbursement is not received then the Central Finance Team is authorised to make a salary deduction for the unauthorised amount.
- Cardholders shall be made aware of the action to take in the event of a card being stolen, lost or missing (see appendix).
- Unauthorised use of a BDMAT issued credit card may lead to disciplinary action being taken

3.3 Separation of duties is fulfilled by the following.

- If staff require goods via the internet they must liaise with the School Finance Partner (school-based staff) or Head of Finance (centrally based staff) to place the order online providing they have sufficient budgetary provision and get the Headteacher or the deputy to authorise the purchases (school based staff) or Head of Finance (centrally based staff).
- Cardholders only can make purchases.
- The School Finance Partner / Head of Finance records expenditure on the finance system.
- The Headteacher / CFOO authorises receipt of transactions submitted by the cardholder.
- The School Finance Partner will review receipt of transactions raised by the Headteacher.
- School Finance Partner / Head of Finance reconcile direct debit on bank accounts statements against credit statement.

3.4 BDMAT reserves the right to suspend use, alter card limit, or cancel issued cards at any time where it believes that the policy is not being followed, or for other operational reasons.

APPENDIX 1 Credit Card [“the Card”] Cardholder Consent Form

I consent to be cardholder on the following credit card account held by **Birmingham Diocesan Multi-Academy Trust**.

School: _____

Credit Card Issuer: _____

Card Number: _____

I confirm that I have read the BDMAT Credit Card Policy [“the Policy”] and that I will abide by its terms and conditions.

I acknowledge and agree that:

1. I will use the account only to purchase items/services on behalf of the school or BDMAT and not use the account for any personal expenditure.
2. I will only purchase items/services in accordance with the Policy and where invoicing through the normal purchasing process is not available.
3. I will take care of the card whilst in my possession to avoid its loss or theft.
4. I will not disclose to any other person, or write down, the Card PIN number.
5. I will only use the Card security number for online purchases where a security number is requested and on a secure (indicated by padlock system) Internet website.
6. I will not use the Card to withdraw cash unless prior permission is obtained from the CFOO
7. I understand that upon discovery of loss or theft of the Card, I must as soon as possible notify:
 - a. The issuing bank; and
 - b. Head of Finance
 - c. The police (only in the event of theft)
8. I understand that I am personally liable for all charges on the account which relates to transactions which have not been conducted in accordance with the Policy.
9. I accept that I must reimburse BDMAT promptly should I cause the Account to incur any unauthorised charges and in the absence of prompt reimbursement I authorise BDMAT to recover all Unauthorised Charges by deduction from any amount otherwise owing to me by BDMAT, including but not limited to salary and expenses.
10. I agree that if I cease to be employed by BDMAT I will immediately return the card to the Head of Finance.
11. I understand that unauthorised use of the card may lead to disciplinary action by BDMAT.

Staff member: _____ Head of Finance: _____

Signed: _____ Signed: _____

Date: _____ Date: _____