



## **Lincoln Christ's Hospital School**

### **Charge Card Usage Policy**

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<b>Date Presented to Governors:</b>	<b>December 2014</b>
<b>Review Date:</b>	<b>December 2016</b>

## 1. RATIONALE

The following policy is intended to facilitate the purchase of certain items where the supplier requires direct payment and is not able to provide an invoice on credit terms. It removes the need for members of staff to use their own cash or credit limits in these instances.

## 2. AIMS

The intention is that the business charge card is to be used as a last resort for transactions that fall outside the normal procurement process. The primary method remains purchase orders/invoicing and should be used in preference to card purchases wherever possible. All card purchases must be pre-authorised in line with the standard procurement process prior to use of the card. Under **no** circumstances must cards be used for private purposes.

## 3. PROCEDURES

These procedures are designed to protect both the school and members of staff issued with cards.

- The Principal Finance Officer will act as main representative and first point of contact for the bank and will maintain the register of cards issued to employees.
- Card holders must read the Lloyds TSB Terms and Conditions as part of the card application process – this includes information on the process to follow with regard to lost/stolen cards or confidential information.
- Card holders must sign a copy of this policy to acknowledge that they accept the terms of use of the card issued to them. The signed copy will be retained by the Office Manager.
- There will be one business charge card in issue which be allocated to the Finance Officer and one card issued to the Estates Manager. The card will be locked away securely by the Finance Officer when not in use. Cards are issued to individuals and **must not** be shared with other members of staff. The card limit is £2000.00.
- The card is issued to facilitate the purchase of goods/services. Cash withdrawals are not permitted.
- Where at all possible, purchases should be made in accordance with the school's standard procurement procedures from existing suppliers who have pre-agreed terms and credit lines in place. This will limit the use of the business charge cards.
- The standard purchase requisition must be completed and authorised prior to use of the card..
- All shipments of goods and services must be for delivery to the school address. The receipt of goods will be authorised by Office Reception staff as with standard purchase orders.
- The cardholder is responsible for ensuring that an original VAT invoice/receipt is obtained in respect of any transaction and that this invoice/receipt is attached to the purchase requisition. All paperwork must be retained in the Finance Office for ease of reconciliation with the monthly invoice.
- Business charge card transactions will be input to the *Corero* finance system within 5 working days of the transaction taking place (input will be against the Credit Card account).
- Charge card invoices will be sent to the school for the attention of the Principal Finance Officer. The statements will be reconciled by the Finance Assistant and, together with

supporting invoices and receipts, submitted for approval and signed off on a monthly basis by the Principal Finance Officer. The review of the reconciliation must ensure that pre-approval of the expenditure was obtained. Any expenditure incurred in an unauthorised manner is to be reported to the chair of the Finance Committee.

- The charge card balance will be paid in full by Direct Debit on a monthly basis from the school's current account.
- Should fraud or misuse be suspected, the bank should be informed immediately so that the appropriate action can be taken.
- A cardholder will be personally responsible for transactions they make using the card. If they are found to have made any that are not in line with this policy then the Academy will be authorised to recover the cost of any such transactions and where reimbursement is not received, to make a salary deduction for the amount due.

### **ACTIONS TO BE TAKEN IMMEDIATELY BY INDIVIDUAL CARDHOLDER WITH REGARD TO LOST OR STOLEN CARDS.**

Contact:

Business Card Services  
Lloyds TSB Bank PLC

Phone:

0800 096 9779 (lost or stolen)  
0845 602 2042 (business card services)

Notify:

Principal Finance Officer

#### **4. MONITORING AND EVALUATION**

Any changes to this policy must be approved by the Finance Committee.

The policy and procedures will be monitored on an ongoing basis by the Principal Finance Officer and the policy will be reviewed on an annual basis.

## **REGISTER OF BUSINESS CHARGE CARD DETAILS**

Information taken from actual card

<b>CARDHOLDER NAME</b>	<b>ORIGINAL CARD</b>
	Last four digits of card:
	Valid from:
	Valid To:
	<b>RENEWAL</b>
	Last four digits of card:
	Valid from:
	Valid To:
	<b>REPLACEMENT CARD</b>
	Last four digits of card:
	Valid from:
	Valid To:

### **DECLARATION TO BE SIGNED BY EACH CARD USER**

**NAME:**

**DESIGNATION:**

I have read and accept the procedures and conditions for the use of the business charge card as stated in this policy.

**SIGNATURE:**

**DATE:**