



Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

Credit Card Policy:

Rationale:

The Board of Trustees must be prudent and transparent in its use of public funds to prosper the teaching, learning and advancement of our students, staff and community.

Guidelines:

1. 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 goods, services or resources.
2. All expenditure charged to the credit card should be supported by:
 - A credit card slip
 - 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.
3. The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.
4. A Statement is due by the 12th day of each month in time to coincide with BOT Meetings on or around the 20th of the month.
5. All purchases should be accounted for within 5 working days of receiving a credit card statement.
6. Cash advances are not permitted.
7. School Credit Cards can ONLY be used by the Principal and School Financial Officer who will keep PIN Numbers private
8. The limits set (\$2000.00) per credit card use should not exceed the overall financial delegation of the cardholder.
9. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy.
10. Any discretionary 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.
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 credit card should not be used on the internet without prior Board approval.
14. The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.
15. 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.
16. 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 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.

Conclusion:

The security of funds is paramount to the financial viability of Pukekohe North School.
This policy ensures purchases are made within set procedures and that transactions are supported by receipts and invoicing structures.

Written November 2018

Adopted by the Board November 2018

Review Date November 2020.