



## Credit Card Policy:

The board of trustees of trustees (the Board) of Pukekohe North School (PNS) maintains the integrity of the school through transparent financial management.

The Credit card financial limit is **\$2,000.00**

### Introduction:

1. The Board agrees that it has a responsibility to ensure that credit card expenditure incurred by the school must clearly be linked to the business of the school. The Board has agreed on the fundamental principles of this policy, and has delegated responsibility for the implementation and monitoring of this policy to the principal.
2. The Board requires the principal, as the chief executive and the Board's most senior employee, to implement and manage this policy. The principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy
3. This policy must be read in conjunction with other Board's policies, and the exercising of all authority and responsibilities conferred under this policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

### Process for issuing credit cards:

1. The School is to only have one credit card that will be held and used by the principal. Obtaining of this card will be approved by the Board only.
2. The limit of this card will be at the discretion of the Board and is \$2000.
3. Cards issued will be processed through Board meetings and approved.

### Procedures for using the card:

1. The credit card is not to be used for any personal expenditure.
2. The credit card will only be used for:
  - o payment of actual and reasonable travel, accommodation and meal expenses incurred on school business; or
  - o purchase of goods and services linked to business of the school
3. All expenditure charged to the credit card should be supported by:
  - o A credit card slip
  - o A detailed invoice or receipt to confirm that the expenses are properly incurred on school business



o For expenditure incurred in New Zealand of or while on school overseas trips

4. The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.

5. Authorisation for the expenditure should be obtained on a one-up basis (for example the principal should authorise any travel by the deputy principal and the Board should authorise any travel by the principal). Cardholders are not allowed to approve their own expenditure.

6. All purchases should be accounted for within five working days of receiving a credit card statement.

### **Discretionary benefits:**

Any 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.

### **Cardholder responsibilities:**

1. The cardholder should never allow another person to use the card.
2. The cardholder must protect the pin number of the card.
3. The cardholder must only purchase within the credit limit applicable to the card (\$2000).
4. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
5. The cardholder must return the credit card to the school upon ceasing employment there or at any time upon request by the Board.

### **Approval:**

1. 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.
2. The Board requires that the principal arranges for all staff, including new staff members, to be made familiar with this policy and other policies approved by the Board.

Approved by the Board on

Signature of Board Chair/Commissioner

Name (print) Dr Shane Edwards

Date: 24<sup>th</sup> November 2021



**Approval Signature:**

**I accept the Terms & Conditions of Pukekohe North School Credit Cared Policy.**

**Principal (Acting): Henare King**

**Date: 24<sup>th</sup> November 2021**

**Related Policies:**

- ✓ **Principal Delegations**
- ✓ **Financial Management**

**Review Date: October 2024**