

Mission Statement – IN CHRIST WE GROW

As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

1 CREDIT CARD SECURITY

- 1.1 The headteacher shall be responsible for the application for the credit card which must be in the name of the school.
- 1.2 There should be one credit card account with a bank or building society on the list of approved institutions with whom bank account schools are authorised to hold an account.
- 1.3 The credit card and account details will be held in the school safe.
- 1.4 The PIN number should be held securely and separately to the credit card.
- 1.5 **Any member of staff who requires the credit card must sign for and return the card to the Business Manager as soon as practical after use. The Business Manager bursar must sign to acknowledge return of the card. The dates of removal and return of the card must also be recorded.**
- 1.6 The account authorised signatories shall be members of the Senior Management Team and two signatures will be required for all transactions.
- 1.7 The bank should be informed immediately if a credit card is lost or stolen.
- 1.8 All obsolete and outdated cards must be destroyed in a secure manner.

2 USE OF CREDIT CARD

- 2.1 Use of the credit card will be restricted to circumstances where:
 - no other method of purchasing goods or services is available;
 - discounts may be obtained by ordering/paying for services on line by credit card.

- 2.2 A use of credit card request form detailing the proposed expenditure must be completed by the budget holder and authorised by two members of the Senior Management Team before any transaction can take place.
- 2.3 When the expenditure is committed from the school's budget, a cash book journal will be raised from the appropriate SIMS Finance 6 cost centre and authorised by the headteacher or deputy headteacher.
- 2.4 The overall credit card limit should not exceed £10,000. The Governing Body may agree a higher limit in special circumstances on a temporary basis.
- 2.5 A transaction limit of £500 (excluding VAT) will normally apply. This may be exceeded in certain circumstances (eg booking air travel) by prior agreement with the authorised signatories.
- 2.6 When purchasing items via the internet, strict controls will apply. All transactions must be processed using school computer systems in accordance with LA guidelines. A hard copy of the receipt shall be printed from the internet site and passed to the bursar for reconciliation purposes.
- 2.7 The credit card must not be used for obtaining cash.
- 2.8 The credit card must not be used for personal purchases. All goods and services must be supplied to the school.

3. PAYMENT OF CREDIT CARD STATEMENTS

- 3.1 The school bursar shall be responsible for the payment of balances and the Property and Resources manager responsible for reconciliation of credit card statements against school budget share cost centres and all receipts and invoices.
- 3.2 All statement balances will be paid in full by direct debit by the due date.
- 3.3 All receipts/vouchers must be attached to the statements to provide a clear audit trail. VAT receipts must be requested, where appropriate, to ensure compliance with VAT rules.
- 3.4 The school bursar must ensure that all refunds for returned goods are recredited to the card account.

GUIDANCE – Controls for use of Credit Card for Internet Purchases

Take care of card details on line

Secure sites will start with https, not http. Secure sites have an added encrypted transaction layer. Other security systems include Secure Socket Layer (SSL), Secure Electronic Transaction (SET) and HyperText Protocol Secure (HTTPS). Only secure sites must be used.

Check for a secure connection before you enter your card details

Your browser is the piece of software that enables your computer to access the World Wide Web. A secure browser such as Netscape Navigator version 4.0 or later or Microsoft Internet Explorer version 4.0 or later will show you whether or not the website you are visiting is secure. Internet Explorer uses the padlock symbol while Netscape uses keys.

Get to know a company before you buy

If you are not familiar with a supplier, contact them first and ask for some background information before you buy. Check if the company's registered details are displayed on the home page or if there is some form of accreditation, which can be verified. If unsure, do not buy from them.

Keep passwords secret

If you register with a particular site you will be asked to enter a user name and password. Keep passwords completely secret – as you would with cash machine PIN numbers.

Read delivery and returns policy before buying

Read the delivery and returns policy on the home page before completing online transactions. Check you can return any unsatisfactory items and if you can get a refund. Websites should ideally cover delivery methods, delivery costs, currency applied, taxes applied, returns and refund policy and a contact telephone number or email address.

Save a record of your transaction

A copy of the transaction should be saved in the appropriate folder on the A: Archive drive e.g. A:\Finance\2018 2019\Business Charge Card

All purchases are made in the name of the school

The individual ordering the goods should make it clear that they are being ordered on behalf of the school.

Account for VAT

Where third party payment agents are used (eg PayPal), VAT receipts or invoices may not be available. Ensure that a valid invoice/receipt is obtained direct from the supplier.