

Worlingham CEVC Primary School
PURCHASING CARD POLICY

*Like a tree firmly planted by streams of living water we will grow
in knowledge, love, faith and wisdom. Based on Psalm 1:3*



Date first written:	18.10.12
Last review date:	11.11.20
Last reviewed by:	Finance Committee
Next review due:	Autumn 2021
Co. Chair of Governors:	Mr Matt Bodmer
Current Card Holder Names	Date Card Holder From
Names removed for security.	

Overview:

With in this document we have outlined some guidelines for individuals to follow and adhere to where appropriate when acting as custodian of our schools purchasing card, alongside the individuals sign up to confirm they are fully aware of their responsibilities.

Although we have laid down some guidelines within this document, individuals must also be aware when agreeing to this policy it is also in conjunction with the Purchase Card Guidance for Schools document as well as to the {name of bank} instructions and policy documents

1. Purchasing Card Policy

- i. The schools purchasing card must only be used when no other method of payment is available
- ii. The card must under no circumstances be used to withdraw cash.
- iii. The card(s) must not be used for personal purchases. Misuse of the card may result in withdrawal of the card and disciplinary action, including dismissal
- iv. All cards will be kept locked in the school safe until required
- v. Individual pin numbers must be kept private and used only by the designated card holder, and never written down

2. Card Holder Responsibilities

- i. Each card holder must sign and date a copy of this, the school's written purchase card policy document also agreeing to adhere to the generic guidance within the Purchase Card Guidance for Schools document
- ii. Card holders must complete, sign and securely retain a copy of the Employee Undertaking declaration form – Appendix A attached. The original must be kept securely in the school office
- iii. Each card holder is responsible for ensuring the security of their card. Cardholders must take all reasonable precautions to prevent loss or misuse including the following: -
 - o Card holders must not allow any other person to use their card
 - o Sign their card immediately upon receipt
 - o Keep their card locked in the school safe until required
 - o Never leave their card unattended
 - o Never write their PIN down

2. Card Holder Responsibilities Cont.

- iv. All existing financial procedures must be adhered to as appropriate
- v. All purchase card orders must be raised and authorised on the Authorisation to pay by Purchase Card form, Appendix D of LA generic guidance before being ordered and processed in the usual way

- vi. If the cardholder takes annual leave at the end of a month, all paperwork should be handed to the office before commencing leave, thereby ensuring the monthly statement can still be reconciled and paid in full
- vii. Lost or Stolen Card - The card holder is responsible for the security of the {name of bank} Purchasing Card and the transactions made with the card. If the card is lost or stolen, these steps should be taken immediately
 - o Call the {name of bank} Customer Services Helpdesk. A customer service representative will block use of the card and order a replacement card with a new account number
 - o Notify the Headteacher and Bursar/Business Manager
- viii. Any sizeable purchases, where authorised to be paid for by purchase card must have in the first instance been considered alongside the EFMS Procurement advice, LMS 2013/12, and by referring to:
 - o [Model School Procurement Policy](#)
 - o [Model School Procurement Manual](#)

3. Generic Guidance

- i. All appropriate and relevant documentation must be kept with regard to the card transaction and not only reconciled with the monthly credit card bill at the end of each month, but retained for the standard 6 years plus current
- ii. The purchasing Card Log must be maintained and updated to include all purchases, and reconciled on a monthly basis as per Appendix E of the LA generic guidance, with monthly records being fully authorised and retained
- iii. Purchase Card direct banking entries on the monthly bill and bank statements must be entered on FMS6 within 5 days of receiving the credit card bill/bank statement

4. Issue and safekeeping of Purchasing Cards

- i. The issue and reissue of purchasing cards must be agreed by full Governing body, or the Finance Committee where this responsibility has been delegated and documented
- ii. The Governors or Finance Committee should designate the Headteacher to be responsible for the establishment and maintenance of a secure central record of all purchasing card users and purchasing cards issued, detailing card numbers, spending limits, issuing and expiry dates.
- iii. Purchasing cards will not be issued to, or be used by, any member of staff who has not signed a copy of this Policy and Procedures document.
- iv. Purchasing cards must be kept secure at all times and in the school safe when not in use.

- v. On planning to leave the employment of Worlingham CEVC Primary School, the individual's purchasing card must be returned with a full account of any outstanding expenditure and the following cancellation process completed

5. Cancellation of the card

- i. When an employee is no longer required to hold a card, a cancellation of Employee Undertaking form must be completed and actioned as required – Appendix B as attached
- ii. This must be done in advance, and/or as soon as a cancellation/leaving date is known for the individual
- iii. The form must be signed by both the card holder, and the card holders manager or Headteacher, and must be returned to the Bursar/programme administrator, who will then notify {name of bank} of the cancellation before securely destroying the card as per {name of bank} advice

6. Damaged Cards

- i. If your card becomes damaged, a replacement card can be requested by contacting the Bursar/Programme Administrator. You should follow the procedures as per card cancellations for your damaged card
- ii. Once your existing card has been cancelled, the Bursar/Programme Administrator will receive a replacement card and arrange to forward it to you, where section 2 of this policy must again be revisited to ensure new documentation for new card is in place

7. Loss or Theft of purchasing Cards

- i. Inform the Headteacher as soon as it is known the card has been lost or stolen
- ii. **Contact {name of bank} lost/stolen card line immediately quoting card number. A delay in contacting {name of bank} may result in unauthorised use of the purchasing card for which the School may hold the card user liable**
- iii. If it is believed the card has been stolen, then the police must be informed immediately, being sure to obtain the report number

8. Limits

- i. Each cardholder will be assigned an individual credit limit, which will be based on an individual's purchasing needs, and will be determined and agreed by Governors prior to any application being made
- ii. Chair of Governors Declaration of Intent for the school to apply for a Purchasing Card – Appendix C of LA generic guidance will have been completed and approved ahead of application approval, with copies retained for audit purposes as required

- iii. Cardholders must not attempt to exceed these values by splitting the orders, and must only spend within existing budgets agreed

9. Payment and coding

- i. The invoices for the purchasing card payments should be checked to the individual '*Authorisation to Pay by Purchasing Card*' form.
- ii. The school's bank account will be charged each month for the total amount of the purchasing card statement
- iii. The *Purchasing Card Statement* should be checked to the '*Authorisation to Pay by Purchasing Card*' forms
- iv. The total amount on the *Purchasing Card Statement* should be input onto the FMS6 system within 5 working days of receipt.
- v. The cash book journal facility should be used to process the purchasing card payment. The individual transactions should be entered onto the school's FMS6 system using details included on the '*Authorisation to Pay by Purchasing Card*' forms
- vi. After each transaction click on the update and next line box. This will enable the school to code the charges to the individual ledger codes and separate the VAT element
- vii. When completing the bank reconciliation schools must ensure that the correct amount has been charged to the bank statement

10. Monitoring

Use of purchasing cards will be subject to spot checks by Headteacher or a nominated person who does not hold a card where the Headteacher is a card holder themselves. An independent record of these checks must be maintained by School/Headteacher/Governors and must also be available for audit inspections.

Unauthorised use of purchasing cards will be subject to investigation and may result in the potential reclaim from the card user, withdrawal of card and/or disciplinary action.

If any fraudulent use / types of expenditure are identified (e.g. either made by the individual or as a result of 3rd party intervention), the police should be contacted for investigation (remembering to obtain a report number)

Monitoring by the Local Authority

The card holders are advised to refer to section 12 of the Purchase Card Guidance for Schools document in relation to further LA monitoring to which this process may be subject to when required.

11. Further Guidance

- i. The LA generic Purchase Card guidance document must be read by the card holder, appropriate Appendices completed and all procedures followed ahead

of any formal application approval, sign off of this policy document or any purchase approval

Agreed Cardholders Signatures

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

Card Holder Signature

Date

Bursar / Headteacher / Chair of Governors Signature

Date

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

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I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

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Date

Bursar / Headteacher / Chair of Governors Signature

Date

Worlingham CEVC Primary School

{name of bank} Purchasing Card Programme Employee Undertaking

Last Name:	
First Name(s):	
Post:	
Department	
Office Location	
Telephone Number:	
e-mail Contact:	

I declare that:

- I have received my {name of bank} Purchasing Card and associated PIN, signed the back of the card as instructed and will keep it in a safe place at all times;
- I have received a copy of the Company's/schools Procedure and Policy Guide about the use of Purchasing Cards;
- I have read the Guide and agree to comply with its requirements;
- I accept responsibility for the security, safe-keeping and confidentiality of the Purchasing Card issued to me;
- I undertake to use the Purchasing Card solely for – Worlingham CEVC Primary School:
- If I leave the group with purchases outstanding on the card which cannot be reconciled with business use I agree to the outstanding monies being deducted from my final salary payment;

This Employee Undertaking will be applied in conjunction with the Employer's:

- Code of Conduct
- Disciplinary Procedure
- Financial Regulations.

Staff are advised to read and refresh themselves of the above regulations.

Signed:	
Dated:	

**{name of bank} Purchasing Card Programme
 Cancellation of Employee Undertaking**

Last Name:	
First Name(s):	
Post:	
Office Location:	
Section/Division:	
Division:	
Telephone Number:	
Purchasing Card No:	
Date Cancellation Effective	

I declare that I no longer require the use of the {name of bank} Purchasing Card issued to me as above because (* - Please indicate reason):

- I no longer have a use for the card;*
- I am changing job;*
- I am leaving the Company's employment;*
- Other (please specify)*

◆ On the last day of use, I will cut my card in half / through the smartcard chip and return it to your Programme Administrator, who will destroy securely and give advance notification to {name of bank} of the date of cancellation (Minimum of 30 days must be allowed)

Signed (Cardholder):	
Dated:	
Signed (Cardholder's Manager):	
Print Name:	
Dated:	
{name of bank} notified by:	
Date {name of bank} Aware:	

{name of bank} Call Centre Details – Programme Administrator to contact and confirm cancellation - contact the Bursar for details.