



# Camelot Primary School

## Business Charge Card Policy

The purchasing card is an alternative method of paying for supplied goods and is designed to streamline the order and payment procedure. The purchasing card is not a credit or debit card but similar to a store card with the exception that the whole of the balance is cleared every month. This is done through the school's own bank account by way of a monthly Direct Debit.

The Direct Debit payment will be taken as stated unless there is a query or an irregularity which should be raised immediately with the card administrator

Nat West will pay the suppliers direct for goods' services and in return Nat West will be reimbursed from the school's own bank

The card is not designed to replace existing procurement procedures but to supplement the current payment options. The school must still comply with the Authority's requirement to have in place a purchasing order process which uses authorised purchase orders as the basis of all procurement.

A monthly credit limit of £2,000 – i.e. the total amount outstanding on the purchasing card account at any one time

Single transactions limit of £2,000 or the remaining balance on the card may be spent on any one purchase or transaction

The Card bears the name of the school and that of the user – in this case the School's Headteacher who has the sole use of the card and is responsible for its use.

### Use of card

- 1) The card must not be used for regular payments to creditors
- 2) The cards should not be used to obtain goods / services which can be procured via the school through regular invoicing
- 3) The card must only be used to acquire goods and services for the school
- 4) Receipts or invoices must be obtained to support every item of expenditure and if any purchases contains any charges for VAT; a proper VAT receipt or invoice should be obtained.
- 5) Transactions and supporting documents must be kept for a period of seven years plus the current financial year so that they can be produced if an audit is carried out.
- 6) The withdrawal of cash is not permitted.
- 7) Payments made via the card are limited to the cleared funds available in the school account.
- 8) All card transactions will appear on the schools account bank statement, the receipts/invoices obtained must be reconciled to the statement and a claim promptly processed.

## Restrictions

- 1) Only secure sites should be used to make purchases via the internet (for example the site shows the padlock symbol, Verisign, Bobby or is another secure pay site).
- 2) Personal loyalty cards (Nectar etc) must not be used in conjunction with business charge card.
- 3) Card insurance and/or subscriptions for card protection services (sentinel etc.) must not be purchased. Strict compliance with this policy will obviate the need for either of the above.

## **The Purchasing Card must not be used for personal or private use under any circumstances**

## Security

- 1) Every effort must be made to keep the card secure at all times and either held personally or stored in a safe (exceptionally where a safe is not available it can be stored in a locked drawer or cupboard) these must be kept secure.
- 2) It is recommended that for security reasons that wherever possible transactions are processed in front of them rather than out of sight.
- 3) Pin numbers must be kept secure and not disclosed to anyone else.
- 4) The bank must be notified immediately if the card is lost or stolen or fraudulent use is suspected
- 5) The cardholder will surrender the card when the cardholder leaves the employment or if circumstances change so that a card is no longer required.

## Purchasing procedure

All internet orders and card purchases should be placed on an official school order form. An email with all the relevant order details authorised by the Head Teacher or Deputy Head is also sufficient. All order forms must be authorised by the Head Teacher or Deputy Head Teacher and be retained with receipts or evidence of purchase and delivery notes where available.

On receipt of the statement the monthly transactions should be checked for completeness and accuracy. The monthly transactions should be reconciled to the bank statement. All documentation should be filed with the accounts for that month to complete the audit trail.

Signed: \_\_\_\_\_ Chair of Governors

Signed: \_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

**Policy effective from: Summer 2017**

**Review due: Summer 2018**