



Purchasing Card Policy

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Introduction

The Trustees have approved the use of the purchasing card and these procedures.

From time to time the school may be offered an opportunity to purchase goods or arrange for services for the school from companies that shall not invoice but shall only accept a direct payment. To make use of these Best Value offers the school holds a purchasing card. The Principal/SBM will ensure that that there is budgetary provision for all purchases and that there is sufficient balances available in the bank to cover the expenditure

The primary method of payment remains invoicing and this shall generally be used in preference to card purchases where such is offered by the supplier.

- The Trust have authorised the Principal/School Business Manager to be a cardholder.
- The purchasing card shall be issued by Barclaycard, the Trust's bank
- Each card shall be stored in the school safe when not in use.
- The PIN number for each card shall be known only by the cardholder and not disclosed to anyone else or written down.
- In the event of loss of the pin number the bank will be able to provide the cardholders only with the information
- Should the card be lost or stolen the loss shall be reported by the cardholder to the issuing bank, the police, the Trust and the Principal immediately.
- Should fraud or misuse be suspected, the bank/Trust should be informed immediately so that the appropriate action can be taken.
- The purchasing card shall have a spending limit of £2,000 for the SBM and £1000 for the Principal which is controlled by the bank.
- The purchasing card balance shall be settled in full automatically each month by direct debit thereby avoiding purchasing card interest charges.
- All receipts shall be authorised by the either the Principal/SBM or a designated person.
- The cards shall not be used for personal expenditure under any circumstances.
- Cash withdrawals are not permitted.
- All authorised cardholders shall sign to accept that they have personal responsibility for transactions on "their" card which are not conducted with the approval of the school in accordance with this policy. Refer to example Consent Form below.
- Cardholders shall also authorise the school to recover the cost of any unauthorised transactions and where reimbursement is not received then the school is authorised to make a salary deduction for the unauthorised amount.
- Cardholders shall be made aware of the action to take in the event of a card being stolen, lost or missing.

Separation of duties is fulfilled by the following:

- If staff require goods via the internet they must liaise with the SBM to place the order on line providing they have sufficient budgetary provision and get the Principal to authorise the purchase.
- The Principal/SBM authorises the purchase order and the use of the card offsite.
- Cardholder makes purchase.
- The SBM records expenditure on the schools accounting system.
- The Principal/ SBM authorises receipt of transaction submitted by cardholder

- SBM to reconcile direct debit on bank account statement against purchasing card statement.
- The card can be used to purchase goods off site providing the correct authorisation has been given by either the Principal/ SBM (the normal purchase ordering processes must be followed).

Purchasing card Consent Form

I consent to be a cardholder on the following credit account held by **(name of school)**

Purchasing card Issuer: _____

Card Number: _____

I confirm that I have read the School Purchasing Card Policy ["the Policy"] and that I will abide by its terms and conditions.

I acknowledge and agree that:

1. I will use the account only to purchase items/services on behalf of the School and not use the account for any personal expenditure
2. I will only purchase items/services in accordance with the Policy.
3. I will take care of the card whilst in my possession to avoid its loss or theft.
4. I will not disclose to any other person, or write down, the Card PIN number.
5. I will only use the Card security number for online purchases where a security number is requested and only on a secure (indicated by padlock symbol) Internet website
6. I will not use the Card to withdraw cash
7. I understand that upon discovery of loss or theft of the Card, I must as soon as possible notify:
 - a. the issuing bank; and
 - b. the SBM/Principal; and
 - c. the police (only in the event of theft)
8. I understand that I am personally liable for all charges on the Account which relate to transactions which have not been conducted in accordance with the Policy.
9. I accept that I must reimburse the School promptly should I cause the Account to incur any unauthorised charges ["Unauthorised Charges"] and in the absence of prompt reimbursement, I authorise the School to recover all unauthorised Charges by deduction from any amounts otherwise owing to me by the School, including but not limited to salary and expenses.
10. I agree that, when not required for purchases, I will return the Card for safekeeping in the School safe, to the SBM.
11. I agree that if I cease to be employed by the school I will return the card to the Principal.