



Debit Card Policy

Signed:

Chair: *S. Gribbin*

CEO: *L. Jackson*

Date: February 2019

Review Date: February 2022

1. Issue

- 1.1. The Directors will formally minute an agreement to approve the use of the Debit Card, to accept responsibility for its use and to accept all terms and conditions outlined in this Policy.
- 1.2. The Debit Card must only be issued in the name of Collective Vision Trust and include the individual schools in the Trust:- Chesterton Community Sports College, Churchfields Primary School, Chesterton Primary School and Crackley Bank Primary School
- 1.3. The Bursar will issue a PIN number to a responsible member of staff and under no circumstances should this be communicated to any other individual.
- 1.4. Nominated cardholders must sign an agreement countersigned by the Headteacher, which states that they understand the terms and conditions of use. A copy of each agreement should be kept on the school file.
- 1.5. Members of staff found to be breaching the terms and conditions for use of their card will have the card confiscated and disciplinary action may also be taken.
- 1.6. Any costs/charges incurred arising as a result of a card being misused will be charged to the person responsible.

2. Usage

- 2.1. The Debit Card should only be used by nominated officers and must not be shared with other members of staff for their personal use.
- 2.2. The Debit Card must only be used for low value expenses incurred wholly, necessarily, and exclusively for business purposes. The delivery address should always be that of the relevant school being:- Chesterton Community Sports College, Churchfields Primary School, Chesterton Primary School and Crackley Bank Primary School.
- 2.3. Debit Card payments should not exceed the maximum limit for single transactions (£2,000 for secondary schools, £750 for primary schools), and they have capped limits agreed by the Governing Body.

3. Restrictions

- 3.1. The Debit Card must not be used for any non-business or personal expense. Selected merchant/retailer types could be restricted by the card issuer to prevent expenditure on non-approved items.
- 3.2. The Debit Card must not be used for regular payments to creditors.
- 3.3. The Debit Card should only be used to obtain cash from an automatic transaction machine (ATM) via previous agreement with the Bursar.
- 3.4. The Debit card should not be used to obtain goods/services which can be procured via the schools Finance System HCSS.
- 3.5. Except in emergencies, the school/academy Debit Card should not be used to purchase fuel or other motoring expenses while travelling in a personally owned or leased vehicle. Reimbursement of this expenditure must be made via the travel expense claims process.

- 3.6. Only secure sites should be used to make online purchases (for example the website shows the padlock symbol, Verisign, Bobby or is another secure pay site). If there is any doubt as to whether it is a secure site, the purchase should not be made.
- 1.1. Personal loyalty cards must not be used in conjunction with the Debit Card issued by Chesterton Community Sports College, Churchfields Primary School, Chesterton Primary School and Crackley Bank Primary School.
- 1.2. Debit Card insurance and/or subscriptions for card protection services must not be purchased.

2. Record Keeping, Reconciliation & Payment

- 2.1. The Directors will ensure that a robust and appropriate system is in place to accurately record and monitor all expenditure incurred on the Debit Card.
- 2.2. Receipts/invoices are required to support every item of expenditure and a separate VAT receipt/invoice obtained if any purchases contain any VAT charges.
- 2.3. Receipts/invoices must be attached to the Debit Card statement. The summary of expenditure, must be sent to the Academy Bursar for checking and the account Top Up to be completed.
- 2.4. All outgoing transactions must be checked by the Bursar/Finance Staff, entered onto the Finance System and the receipts/invoices reconciled to the account statement.
- 2.5. 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 undertaken.

3. Security

- 3.1. The Debit Card must be kept secure at all times and either held personally or stored in a locked drawer or filing cabinet.
- 3.2. PIN numbers must be kept secure and not disclosed to unauthorised personnel.
- 3.3. The bank and Bursar must be notified immediately if the card is lost or stolen or fraudulent use is suspected.
- 3.4. The Debit Card will remain the property of Collective Vision Trust and in the event of termination of employment or change of circumstances, the cardholder will surrender the card to the Bursar on their last day of employment or the applicable date of change.
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