

POLICY 30

Credit Card and Signing Authority Policy

This policy sets the expectations and guidelines for the use of school Credit Cards and the signing authority on school accounts.

Credit Card

From time-to-time SHGC may issue a credit card to a staff member to meet an identified need associated with activities undertaken by those employees on behalf of SHGC, such as:

- They are expected to undertake regular travel and/or significant travel as part of their role;
- They make regular purchases on behalf of SHGC as part of their role; and
- They are required to represent SHGC and entertain clients and business partners.

Credit cards and limits issued under this policy are as follows:

Position	Limit
Principal	\$4,500
Business Manager	\$6,000
International	\$6,000
Food Technology	\$3,500

Personal Use

Credit cards are to be used only for work related expenses. Personal use is not permitted.

Credit Card Limits

The limit on the credit card is set and revised only with the permission of the Board and in accordance with the Financial Management and Planning Policy.

Credit Card Security

The cardholder is the only person permitted to use the credit card and/or card number allocated to them. The card must be kept in a safe place. If the card is lost or stolen it is the cardholder's responsibility to notify the issuing bank and the school as soon as possible.

Further conditions of the use of the credit card is provided by the issuing bank or company of the card. It is the cardholder's responsibility to become familiar with and adhere to these conditions. On provision of a PIN number, once activated, it is the cardholder's responsibility to keep this PIN number secure.

Misuse of Credit Card

Failure to comply with this policy may lead to the credit card being revoked and could result in disciplinary action.

Cash Advances

Cash advances (withdrawing cash on credit card) is not permitted unless authorised first by the Principal for extenuating circumstances e.g. international travel. Valid receipts are required for all purchases and an expense breakdown completed on an expense claim form.

Disputed Transactions

Disputed transactions are the responsibility of the cardholder and must be notified to the bank and to the Principal (or in the case of a credit card used by the Principal, to the Presiding Member of the Board of Trustees) as soon as possible.

Bank Authority

Authority to operate and make payments using the school internet banking accounts shall be delegated to staff holding the following positions:

Accounts receivable
Accounts payable

Internet banking payments require authority from two authorised staff members. Payments may be authorised by staff holding the following positions:

Principal
Business Manager
Executive Officer

Failure to follow Policy

Failure to follow this policy may result in disciplinary action.

Monitoring of Expenditure:

The School Business Manager will monitor expenditure, review anomalies and out of policy expenditure and report findings to the Finance Committee monthly.

Expense Claim Reimbursement

Where access to credit card system or credit card payment is not available, it is acceptable to purchase privately and claim reimbursement for business transactions.

- All employees must include tax invoices and/or receipts which shall be attached to the relevant expense claim form.
- Expense claim must be authorised by the relevant Leader of Learning or budget holder
- All reimbursements must be submitted within two months of the expenditure.

Approved by the Board of Trustees on the 9 April 2024



PRESIDING MEMBER