

ST. JOHN THE BAPTIST BOYS' NATIONAL SCHOOL

CREDIT CARD POLICY

Introduction

St. John the Baptist Boys' National School has one credit card issued in the name of [insert name] which was issued by BOI Mastercard Services. The credit card should only be used where this policy is followed. Any staff member who uses the credit card without following these procedures is making an unauthorised payment and such an individual may be subject to disciplinary procedures.

Types of Purchases

The credit card will only be used when there is no other option for purchasing and, in particular, will be used for online purchases, subject to adherence to the provisions of this policy.

Credit Card Limits

- The overall limit on the credit card will be set at € [] and will not be exceeded or amended without the express authorisation in writing by the Board of Management/Managers.
- There is also a limit of € [500] for any one transaction.

Procedures for Application for Use of School Credit Card

Prior approval for use of the school credit card must be obtained before any purchase is made. The following are the steps that should be followed.

- The attached Application Form for Use of School Credit Card (see Appendix) must be filled out by the teacher who requires payment to be made in this manner.
- All sections of the form must be completed. This includes the amount to be debited from the card, a description of the goods/services being purchased and the reason payment by credit card is required.
- Proof of the amount requested must be attached to the application form e.g. print out from website of the price of the goods/services. No approval will be forthcoming where this is not followed.
- The teacher will forward the form to the Principal for approval. (If the Principal is the individual seeking payment, he/she forwards the completed form to the Managers/Treasurer/Chairperson for approval.)
- The Principal will review the Application Form for Use of School Credit Card.
 - If the Principal approves the payment, the Principal will sign the form indicating his/her approval and forward the completed form to the Manager/Treasurer/Chairperson.

- If the Principal refuses use of the credit card, he/she will communicate this to the relevant teacher.
- If the form is incomplete, the Principal will return the form to the relevant teacher and request that the form be fully completed.
- On receipt of the completed form, approved by the Principal, the Manager/Treasurer/Chairperson will review same.
 - If the Manager/Treasurer/Chairperson approves the payment, he/she will sign the form indicating his/her approval and return the form to the Principal.
 - If the Manager/Treasurer/Chairperson refuses use of the credit card, this will be communicated to the Principal.
 - If the form is incomplete, the Manager/Treasurer/Chairperson will return the form to the Principal and request that the form be fully completed.
- Approval is only required by one of the Manager, Treasurer or Chairperson, as the case may be.

Procedures for Use of Credit Card

- On receipt by the Principal of a duly completed Application Form for Use of School Credit Card where the payment has been approved by the Manager or Treasurer or Chairperson, the Principal may proceed to make the purchase which has been approved.
- The Manager or Treasurer or Chairperson may also proceed to make the purchase.
- No purchases can be made by any other staff member.
- On completion of the transaction, a receipt must be printed out and kept with the completed Application Form for Use of School Credit Card.

Storage of Credit Card

The credit card must be stored in a locked cabinet/drawer in the Principal's office. The pin number for the credit card must not be stored with or near the credit card. The pin number should be memorised and destroyed.

Emergency Use of Credit Card

- There may be occasions when it is not possible to adhere to the procedures outlined above. In very rare exceptional circumstances, where use of the credit card is required in an emergency, the Principal may obtain the oral approval of the Manager, Treasurer or Chairperson.
- An Application Form for Use of School Credit Card must be completed as soon as possible after the purchase is made and an explanation of the circumstances must be included in the form. The form must clearly indicate that the purchase has already been made.

- Only the Principal together with one of the Manager/Treasurer or Chairperson can approve payment in emergency situations.
- No cash withdrawals are allowed from the credit card unless in an emergency when the above procedures must be followed.

Prohibited Transactions

- No personal purchases are to be made on the card.
- Transactions which do not follow this procedure are prohibited.

Lost or stolen cards

Lost or stolen cards must be reported to the Bank immediately.

Card repayments

- The credit card will be linked to the school's current account. Payments to the credit card will be made in full at the end of each month by direct debit from the school's current account.

Statements and record keeping

- The receipt for the goods/service must be filed with the completed Application Form for Use of School Credit Card in the payment requisition file which is kept in the Principal's office.
- Statements will be issued by the bank which must be reconciled with submitted receipts and signed off by the Principal/Treasurer.
- Any discrepancy in the account will be investigated by the Treasurer and/or the Managers/ Board of Management.
- Copies of the signed statements/bills will be retained with the financial records for a period of 7 years.

Renewal of Policy

This policy will be reviewed and amended when necessary.

Approval of Policy

Signed by the Manager of St. John the Baptist Boys' National School

Manager: Michelle O'Leary

Date: 8/5/19

APPENDIX

APPPLICAITON FORM FOR USE OF SCHOOL CREDIT CARD

Date _____

Class _____

Teacher _____

Amount requested _____

Evidence of amount attached
(please tick box)

Description of Goods/Services _____

Why is this purchase being made by credit card? _____

If this is an emergency purchase, please outline the circumstances giving rise to the emergency _____

Authorised by Principal _____
(please sign)

Date _____

Authorised by Manager
or Chairperson or Treasurer _____
(please sign)

Date _____