

**BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE
SCHOOL POLICY FOR USE OF CREDIT CARD**

Rationale:

To ensure that School Credit Cards are used in accordance with the guidelines outlined below to protect the financial resources at the school.

Procedure:

1. Only two Credit Cards will be issued in the school name.
2. The credit limit will be a total of \$5,000 unless changed formally by the Board of Trustees.
3. The Credit Cards will be held in the office of the Administration Manager (locked drawer where keys are held by Admin. Manager and Principal)
4. A Credit Card is not to be issued to any member of staff without the Principal's permission
5. Credit Cards must be returned immediately following use to Admin. Manager who will record - the use including date, order number, goods purchased, supplier and staff members name must be recorded.
6. Receipts must be handed directly to Admin Manager to be balanced against the monthly invoice.
7. The Credit Card statement should be certified by the Principal as evidence of the validity of the expenditure.
8. Cash advances are not permitted except in an emergency.
9. Any benefits of the Credit Cards such as a membership rewards programme are only to be used for the benefit of the school.

This policy is to be used in conjunction with all other Finance and Budgeting policies.

Approved and adopted by Board of Trustees 28 May 2020