



CREDIT CARD POLICY

Rationale _____ No 402

At Paparoa Primary School it is the aim of the Board to assist students in meeting their potential. In order for students to achieve, it is important that the Board provides resources and equipment to assist teachers in providing for students. In order to get the necessary equipment it is important that the school has a credit card to allow for internet, overseas and large purchases.

Purpose

The Board's primary purpose is student achievement. All purchases with a credit card should be for the purposes of furthering student achievement and engagement at school.

Delegations

1. The Board agrees that it has a responsibility to ensure that credit card expenditure incurred by the School must clearly be linked to the business of the School. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
2. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
3. This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

Policy Guidelines

This Policy must be read in conjunction with the supporting documentation.

Cardholder Responsibilities

1. The cardholder should never allow another person to use the card.
2. The cardholder must protect the pin number of the card.
3. The cardholder must only purchase within the credit limit applicable to the card.
4. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.

5. The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

Approval

1. When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
2. As part of its approval the Board requires the Principal to circulate this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School policy manual shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

Monitoring

The Principal will:

- Monitor to ensure that all policy and procedures related to the school credit card is followed through.

Staff will:

- Read this policy and any supporting documentation.
- Sign that they have read this policy document.

Supporting Documentation

- Credit Card procedures (Found in the School Administration Handbook)

Ratified by Board: _____

Signed for B.O.T.
Date

Next Review: _____

Date

Recorded in the Board of Trustees Minutes dated: _____