



PURCHASING CARD POLICY

Date for Revision August 2021

CONTENTS

1. Policy Statement
2. Introduction
3. Eligibility

PROCEDURE

4. Card Issue
5. Card repayments

1. Policy Statement

- 1.1 This Policy is subject to the published Equality Information, in line with the Equality Duty 2011 and is underpinned by the Christian beliefs and values of our Academy Trust.

2. Introduction

- 2.1 Peterborough Diocese Education Trust (PDET) academies have access to a Procurement Card (credit card) for use by authorised academy personnel.
- 2.2 The credit card is to be issued by Barclaycard. Control of the card usage is to be monitored and maintained by the academy business manager or nominated business support approved by the Director of Finance and Business Operations (DFB) but final approval of purchases are to be authorised by the Headteacher.
- 2.3 All credit card purchases are subject to the PDET Purchasing and Competitive Tendering Policy.
- 2.4 All cardholders must register as a card holder, not as a card administrator, for Barclaycard Commercial Online Services. An admin guide for the online services is available from the central finance team, if required.
- 2.5 Purchases using a credit card are not for standard expenditures that can be procured through the normal Trust procedures, as noted in the Purchasing and Competitive Tendering Policy and Expenses Policy. PDET dictates that all expenditure must be pre-approved and purchase orders raised through the online purchase order system.
- 2.6 PDET recognises there will be occasional need to use the credit card where normal purchasing processes will not be appropriate, such as buying perishables for extended provision for example. However, the use of the credit card should be minimal and where required, a Headteacher must provide adequate justification for using the credit card.

3. Eligibility

- 3.1 The DFB will consult with the academy Headteacher to determine the most appropriate members of staff to hold a credit card, although it is expected that no more than three members of staff should have access. Credit cards will be issued in each individual's name on behalf of their academy. The overall academy credit limit will be spread across the card holders and is set at £8 00.

- 3.2 PDET have the final decision on card holder eligibility and no cards will be issued unless approved by PDET. PDET has the right to withdraw the credit card facility at any time.

PROCEDURES

4. Card issue

- 4.1 The card will be issued by Barclaycard.
- 4.2 Each card issued will be in the name of the individual on behalf of the academy and each card will have a different code number for ease of identification.
- 4.3 Each member of staff who has a card issued to them is to be made aware of the limit of their individual card. They must sign a copy of this policy to confirm they understand their limit and the conditions of issue.
- 4.4 Any staff member who has been issued with a card and subsequently is terminated / terminates their employment at the academy must return their card which will be destroyed on receipt.
- 4.5 Any breach of this Policy could lead to disciplinary action and may constitute gross misconduct.
- 4.6 Use of this card is at the discretion of the holder, however, final approval of purchases are to be authorised by the headteacher. Card holders must not use their card for personal gain. In line with the Procurement and Competitive Tendering Policy, it is strongly advised that all expenditure is pre-approved by the Headteacher and purchase orders are generated.
- 4.7 Receipts for any purchases must be submitted (VAT receipts where applicable) to the academy business manager for monthly reconciliation. Should a non-receipted purchase appear on the statement, the academy reserves the right to reclaim this expense from the card holder.
- 4.8 A log must be kept of each transaction for each credit card.
- 4.9 No cash withdrawals are allowed from the credit card.
- 4.10 No personal purchases are to be made on the credit card.
- 4.11 A PIN will be issued to the individual card holder for exclusive use. This number must not be shared with anyone.

- 4.12 Lost or stolen cards must be reported immediately to the academy business manager who must report the loss immediately to the central team, who must cancel the card immediately.

5. Card repayments

- 5.1 All credit cards must be linked to the academy's current account and must be paid off in full each month by a direct debit charge to the current account.
- 5.2 Statements will be available online and must be reconciled with receipts and signed off by the Headteacher at monthly intervals. The admin guide for the online services explains how to log on and view statements.
- 5.3 Any discrepancy in the account will be investigated by the academy business manager in the first instance (or alternative business support where necessary) and then referred to the Headteacher if necessary. The Headteacher should refer any further discrepancies to the central finance team.
- 5.4 Copies of signed statements should be retained with financial records for 6 years.

6. Declaration

I, the undersigned, accept the terms as laid out in this Credit Card policy.

Signed by cardholder	Name of cardholder
Academy name	Date