



## **POLICY: CREDIT CARD**

### **Purpose**

The College will allocate credit cards, which are to be responsibly used for approved expenditure directly linked to the business of the College.

### **Issuing of Credit Cards**

Credit cards are assigned to the following staff members – Business Manager, Principal and International Director. Approval for the issuing of further cards must be authorised by the Board.

- The credit card limit, as determined by the Finance and Resource Committee in line with the cardholder's position, should not be exceeded.
- Prior to the card being issued, the recipient must be given a copy of this policy and is required to sign a statement signifying that they have read and understood it.

### **Credit Card Procedures**

- The card may only be used for payment of actual and reasonable travel and/or accommodation and/or meal expenses incurred on College business, or the purchase of college-related goods or services within budgetary constraints.
- Cash advances are only permitted in an emergency. Where cash advances are taken, the cardholder must provide a full reconciliation, with receipts where possible, of how the cash was used. Unspent monies must be refunded to the College without delay.
- All expenditure charged to the credit card should be supported by a valid invoice/receipt and detailing relevant taxation.
- The Chair of the Finance and Resource Committee will review and sign off all expenditure incurred by the Principal and Business Manager, while the Business Manager or Principal will sign off all other expenditure.
- Any discretionary benefits of the credit card, such as a membership rewards programme, are only to be used for the benefit of the College. They should not be redeemed for personal use.

### **Cardholder Responsibilities**

- The cardholder must comply with the terms and conditions of the issuing bank.
- The cardholder must return the credit card to the College upon ceasing employment, or at any time upon request by the Board.

### **Card Limits:**

Principal	<b>\$6000</b>
Business Manager	<b>\$3500</b>
International Director	<b>\$6000</b>

## **Ratified by Board: Signed for Board**



Date: 17 February 2021

Responsibility:	Board of Trinity Catholic College
Reviewed:	February 2021
Next review date:	February 2024
Policy:	NAG 4 Credit card policy

### **Related Documents**

- Finance Policy
- Procurement Procedure
- Finance and Resource Committee Terms of Reference
- Overseas Travel Procedure
- Staff Reimbursement Procedure
- Gifting Procedure
- The [Financial Information for Colleges Handbook \(FISH\)](#)