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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: <b>300</b>	POLICY NO: <b>311</b>	ISSUE DATE: 19/06/18
TITLE: <b>FINANCIAL, ADMINISTRATIVE and PHYSICAL RESOURCES</b>		ISSUE NO: 1
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## Debit Card Policy

This policy has been formed in consultation with Senior Management of Macleans College.

### **PURPOSE:**

With the increasing need to purchase items or services online locally or from overseas where the use of a credit or debit card is required, staff currently have to use either their respective SMT credit cards or personal cards (and then seek reimbursements).

Macleans College Debit Card will now be issued to budget holders (authorised by SMT) to carry out such transactions. Each debit card will have a maximum of \$500 in value and serves as “digital petty cash”. Purchases should only be charged through the debit cards if the suppliers cannot provide credit service (invoices) to the school.

All budget holders are responsible for ensuring that there are budgets for the transactions made through the Debit cards.

### **INTRODUCTION:**

1. The holders of school debit cards agree that the holder has a responsibility to ensure that expenditure incurred must clearly be linked to the business of the School. Responsibility for the implementation and monitoring of this Policy has been delegated to the Accounts department.

### **Process for issue of Debit Cards**

2. Debit cards should only be issued to staff members after being authorised by Senior Management.
3. A register of cardholders should be maintained.
4. Prior to the card being issued, the recipient must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.

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## Procedures to be followed when using the Card

5. The debit card is not to be used for any personal expenditure.
6. The debit card will only be used for:
  - payment of actual and reasonable expenses incurred on School business; or
  - purchase of goods within the budget authority of the card holder.
7. All expenditure charged to the debit card should be supported by:
  - a debit card slip
  - a detailed invoice or receipt to confirm that the expenses are properly incurred on school business
  - for expenditure incurred in New Zealand of value greater than \$50 (including GST) there should also be a GST invoice to support the GST input credit
8. The debit card statement should be certified by the cardholder as evidence of the validity of expenditure.
9. Authorisation for the expenditure should be obtained from the line manager (for example a Senior Management team member should authorise any expense by a House Leader). Cardholders are not allowed to approve their own expenditure.
10. A statement of account should be printed (with supporting receipts attached) and approved by the line manager (see 9) before further funds are transferred to the card. At a minimum, a statement of account must be produced once a month.

## Cash Withdrawals

11. Cash advances are not available on the debit cards

## Cardholder Responsibilities

12. The cardholder should never allow another person to use the card
13. The cardholder must protect the pin number of the card
14. The cardholder must only purchase within the credit limit applicable to the card
15. The cardholder must notify the debit card company and the school immediately if the card is lost or stolen.
16. The cardholder must return the debit card to the school upon ceasing employment or at any time upon request by Senior Management.