



School

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

## **Credit card use procedure**

The Board of Trustees (the Board) has consulted with staff and parents in the formulation of this Policy (the Policy).

### **Introduction**

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.

### **Procedure**

There is only one credit card owned by the school. It is only to be used for purchases where there is no other practical method of payment. It is normally only used for purchasing flights and some other internet purchases.

The Management Team is responsible for the safekeeping of the credit card. It is kept in a locked cabinet which can only be accessed by the administrator, the Executive Officer, the Kindergarten Head Teacher and the Principal.

If a flight is to be booked the following steps will be followed:-

1. The person who is flying will have obtained written authorisation from a member of the Management Team for the travel. If the cost is likely to be over \$1,000 then this will need further approval from two members of the Board of Trustees (including the Treasurer or Chair). The Management Team will ensure that the expenditure is within budget.

2. The card is then provided to the member of staff who makes the booking from the office, prints a receipt for the money spent and returns the card and the receipt to the administrator or the executive officer.

If a purchase is to be made from the internet within an approved budget line then the teacher or member of staff should follow step 2 above.

The credit card should never be taken away from the school office. Cash floats can be provided to them for travel or other expenditure. Where staff cannot make payments up front then a float will be provided and signed for. This must be accounted for within one week of returning to school.

All staff and members of the Board are informed of this procedure. Staff will be consulted with prior to any changes. The school community is informed of this procedure through the parent handbook.

*Redrafted April 2019*

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Signed: \_\_\_\_\_

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_      Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_