



School
Dunedin Rudolf Steiner
Learning with head, heart and hands

Credit card use procedure

The Board has consulted with staff and parents in the formulation of this procedure.

Introduction

1. The Board confirms it has a responsibility to ensure that credit card expenditure incurred by the School must clearly be linked to the business of the School.
2. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this procedure. The Principal may, from time to time, further delegate some of their responsibilities. All such delegations will be documented in the appendices to the Schedule of Delegations.
3. This procedure must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this procedure 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 submitted an estimated cost and 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 (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. Where staff cannot make payments for which they are then reimbursed then an advance may be provided and signed for. Advances 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.

Signed:

Penelope Churstone

Dated:

03/08/22

Review Date:

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