

# PURCHASING CARD POLICY



*WHERE LEARNING IS UNSTOPPABLE AND ASPIRATIONS HAVE NO LIMITS*

<b>Drafted by:</b>	Schools' Choice
<b>Version Number:</b>	<b>DRAFT V1.1</b>
<b>Date Ratified by Board:</b>	<b>16<sup>th</sup> May 2017</b>
<b>Review Date:</b>	<b>Annual</b>

# ORWELL MUTLI ACADEMY TRUST

## PURCHASING CARD POLICY

<b>Date first written:</b>	2 <sup>nd</sup> May 2017
<b>Last review date:</b>	16/05/2017
<b>Last reviewed by:</b>	Trustees
<b>Next review due:</b>	May 2018
<b>Chair of Trustees:</b>	Roger Fern
<b>Minutes reference and date:</b>	16/05/2017
<b>Current Card Holder Names</b>	<b>Date Card Holder From</b>
Kasha Blake	
Alison Broom	
Samantha Green	
Charlotte Greenslade	
Kelly Head	
Anna Hennell James	
Vanessa Kingsley	
Anita Krishna	
Sarah Moore	

## **Overview:**

Within this document we have outlined some guidelines for individuals to follow and adhere to where appropriate when acting as custodian of our schools purchasing card, alongside the individuals sign up to confirm they are fully aware of their responsibilities.

Although we have laid down some guidelines within this document, individuals must also be aware when agreeing to this policy it is also in conjunction with the Purchase Card Guidance for Schools document as well as to the Lloyds instructions and policy documents

### **1. Purchasing Card Policy**

- i.** The schools purchasing card must only be used when no other method of payment is available
- ii.** The card must under no circumstances be used to withdraw cash.
- iii.** The card(s) must not be used for personal purchases. Misuse of the card may result in withdrawal of the card and disciplinary action, including dismissal
- iv.** All cards will be kept locked in the school safe until required
- v.** Individual pin numbers must be kept private and used only by the designated card holder, and never written down

### **2. Cardholder Responsibilities**

- i.** Each card holder must sign and date a copy of this, the school's written purchasing card policy document also agreeing to adhere to the generic guidance within the Purchase Card Guidance for Schools document
- ii.** Cardholders must complete, sign and securely retain a copy of the Employee Undertaking declaration form – Appendix A attached. The original must be kept securely in the school office
- iii.** Each cardholder is responsible for ensuring the security of their card. Cardholders must take all reasonable precautions to prevent loss or misuse including the following:-
  - o Cardholders must not allow any other person to use their card
  - o Sign their card immediately upon receipt
  - o Keep their card locked in the school safe until required
  - o Never leave their card unattended
  - o Never write their PIN down

## **2. Cardholder Responsibilities Cont.**

- iv.** All existing financial procedures must be adhered to as appropriate
- v.** All purchase card orders must be raised and authorised on the Authorisation to pay by Purchase Card form, Appendix C, before being ordered and processed in the usual way
- vi.** If the cardholder takes annual leave at the end of a month, all paperwork should be handed to the office before commencing leave, thereby ensuring the monthly statement can still be reconciled and paid in full
- vii.** Lost or Stolen Card - The cardholder is responsible for the security of the Lloyds Purchasing Card and the transactions made with the card. If the card is lost or stolen, these steps should be taken immediately
  - Call the Lloyds Customer Services Helpdesk, (0870 513 4588) A customer service representative will block use of the card and order a replacement card with a new account number
  - Notify the Headteacher and Bursar/Business Manager
- viii.** Any sizeable purchases, where authorised to be paid for by purchase card must have in the first instance been considered alongside the Trust Record of Financial Responsibility

## **3. Generic Guidance**

- i.** All appropriate and relevant documentation must be kept with regard to the card transaction and not only reconciled with the monthly credit card bill at the end of each month, but retained for the standard 6 years plus current
- ii.** The Purchasing Card Log must be maintained and updated to include all purchases, and reconciled on a monthly basis, with monthly records being fully authorised and retained
- iii.** Purchase Card direct banking entries on the monthly bill and bank statements must be entered on PSF within 5 days of receiving the credit card bill/bank statement

## **4. Issue and safekeeping of Purchasing Cards**

- i.** The issue and reissue of purchasing cards must be agreed by the Trustees or the Finance Resources and Audit Committee where this responsibility has been delegated and documented
- ii.** The Trustees or the Finance Resources and Audit Committee should designate the Headteacher to be responsible for the establishment and maintenance of a secure central record of all purchasing card users and purchasing cards issued, detailing card numbers, spending limits, issuing and expiry dates.

- iii. Purchasing cards will not be issued to, or be used by, any member of staff who has not signed a copy of this Policy and Procedures document.
- iv. Purchasing cards must be kept secure at all times and in the school safe when not in use.
- v. On planning to leave the employment of Orwell Multi Academy Trust, the individual's purchasing card must be returned with a full account of any outstanding expenditure and the following cancellation process completed

## 5. Cancellation of the card

- i. When an employee is no longer required to hold a card, a cancellation of Employee Undertaking form must be completed and actioned as required – Appendix B as attached
- ii. This must be done in advance, and/or as soon as a cancellation/leaving date is known for the individual
- iii. The form must be signed by both the cardholder, and the cardholders' manager or Headteacher, and must be returned to the programme administrator, who will then notify Lloyds of the cancellation before securely destroying the card as per Lloyds advice

## 6. Damaged Cards

- i. If your card becomes damaged, a replacement card can be requested by contacting the Programme Administrator. You should follow the procedures as per card cancellations for your damaged card
- ii. Once your existing card has been cancelled, the Programme Administrator will receive a replacement card and arrange to forward it to you, where section 2 of this policy must again be revisited to ensure new documentation for the new card is in place

## 7. Loss or Theft of Purchasing Cards

- i. Inform the Headteacher as soon as it is known the card has been lost or stolen
- ii. **Contact Lloyds lost/stolen card line immediately on 08705 134 588, quoting card number. A delay in contacting Lloyds may result in unauthorised use of the purchasing card for which the School may hold the card user liable**
- iii. If it is believed the card has been stolen, then the police must be informed immediately, being sure to obtain the report number

## 8. Limits

- i. Each cardholder will be assigned an individual credit limit, which will be based on an individual's purchasing needs, and will be determined and agreed by the Trustees prior to any application being made
- ii. Cardholders must not attempt to exceed these values by splitting the orders, and must only spend within existing budgets agreed

## 9. Payment and coding

- i. The invoices for the purchasing card payments should be checked to the individual '*Authorisation to Pay by Purchasing Card*' form.
- ii. The school's bank account will be charged each month for the total amount of the purchasing card statement
- iii. The *Purchasing Card Statement* should be checked to the '*Authorisation to Pay by Purchasing Card*' forms
- iv. The total amount on the *Purchasing Card Statement* should be input onto the PSF system within 5 working days of receipt.
- v. The individual transactions should be entered onto the school's PSF system using details included on the '*Authorisation to Pay by Purchasing Card*' forms
- vi. Each transaction should be recorded separately. This will enable the school to code the charges to the individual nominal ledger codes and separate the VAT element
- vii. When completing the bank reconciliation schools must ensure that the correct amount has been charged to the bank statement

## 10. Monitoring

Use of purchasing cards will be subject to spot checks by a nominated person who does not hold a card where the Headteacher is a cardholder themselves. An independent record of these checks must be maintained by School/Headteacher/Trustees and must also be available for audit inspections.

Unauthorised use of purchasing cards will be subject to investigation and may result in the potential reclaim from the card user, withdrawal of card and/or disciplinary action.

If any fraudulent use / types of expenditure are identified (e.g. either made by the individual or as a result of 3<sup>rd</sup> party intervention), the police should be contacted for investigation (remembering to obtain a report number)

**Agreed Cardholders Signatures**

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

Cardholder Signature .....

Date.....

Bursar            /            Headteacher            /            Trustee            Signature  
.....

Date.....

---

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

Cardholder Signature .....

Date.....

Bursar            /            Headteacher            /            Trustee            Signature  
.....

Date.....

---

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

Cardholder Signature .....

Date.....

Bursar            /            Headteacher            /            Trustee            Signature  
.....

Date.....

---

**Agreed Cardholders Signatures**

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

Cardholder Signature .....

Date.....

Bursar / Headteacher / Trustee Signature  
.....

Date.....

---

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

Cardholder Signature .....

Date.....

Bursar / Headteacher / Trustee Signature  
.....

Date.....

---

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

Cardholder Signature .....

Date.....

Bursar / Headteacher / Trustee Signature  
.....

Date.....

---

**Agreed Cardholders Signatures**

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

Cardholder Signature .....

Date.....

Bursar / Headteacher / Trustee Signature  
.....

Date.....

---

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

Cardholder Signature .....

Date.....

Bursar / Headteacher / Trustee Signature  
.....

Date.....

---

I have read and understood the Purchasing Card Policy and Procedures and confirm that I will adhere to these in my use of the card provided.

Cardholder Signature .....

Date.....

Bursar / Headteacher / Trustee Signature  
.....

Date.....

---

**APPENDIX A**

**Establishment: Orwell Multi Academy Trust  
Lloyds Purchasing Card Programme Employee Undertaking**

Last Name:	
First Name(s):	
Post:	
Department	
Office Location	
Telephone Number:	
e-mail Contact:	

I declare that:

- I have received my Lloyds Purchasing Card and associated PIN, signed the back of the card as instructed and will keep it in a safe place at all times;
- I have received a copy of the Company's Procedure and Policy Guide about the use of Purchasing Cards;
- I have read the Guide and agree to comply with its requirements;
- I accept responsibility for the security, safe-keeping and confidentiality of the Purchasing Card issued to me;
- I undertake to use the Purchasing Card solely for – Orwell Multi Academy Trust. I understand that this card number MUST NOT be attached to any online accounts. This card must not be used on any personal accounts, but those in the name of the school only. I understand that the use of EBay is prohibited.
- If I leave the group with purchases outstanding on the card which cannot be reconciled with business use I agree to the outstanding monies being deducted from my final salary payment

This Employee Undertaking will be applied in conjunction with the Employer's:

- Code of Conduct
- Disciplinary Procedure
- Financial Regulations.

*Staff are advised to read and refresh themselves of the above regulations.*

Signed:	
Dated:	

**APPENDIX B**

**Lloyds Purchasing Card Programme  
Cancellation of Employee Undertaking**

Last Name:	
First Name(s):	
Post:	
Office Location:	
Section/Division:	
Division:	
Telephone Number:	
Purchasing Card No:	
Date Cancellation Effective	

I declare that I no longer require the use of the Lloyds Purchasing Card issued to me as above because (\* - Please indicate reason):

- I no longer have a use for the card;\*
- I am changing job;\*
- I am leaving the Company's employment;\*
- Other (please specify)\* .....


◆ On the last day of use, I will cut my card in half / through the smartcard chip and return it to your Programme Administrator, who will destroy securely and give advance notification to Lloyds of the date of cancellation (Minimum of 30 days must be allowed)

Signed (Cardholder):	
Dated:	
Signed (Cardholder's Manager):	
Print Name:	
Dated:	
Lloyds notified by:	
Date Lloyds Aware:	

Lloyds Call Centre Details – Programme Administrator to contact and confirm cancellation  
 Phone: 0870 8361138 Fax: 01908 846470  
 e-mail: [lloydscorepcards@tsysmsemea.com](mailto:lloydscorepcards@tsysmsemea.com)

**APPENDIX C**

**AUTHORISATION TO PAY BY SCHOOL PURCHASING CARD**

Only to be used if the goods cannot be paid for by invoice, cheque, petty cash or when best value is the overriding consideration

**SUPPLIER DETAILS**

NAME:.....

WEBSITE.....

ADDRESS.....

.....

POST CODE.....

PHONE NUMBER..... FAX NUMBER.....

**GOODS REQUIRED**

DESCRIPTION OF ITEM.....

QUANTITY.....

UNIT COST.....

TOTAL NET COST £.....

P&P £.....

TOTAL COST £.....

THE BUDGET FROM WHICH EXPENDITURE IS TO BE DEDUCTED.....

VAT TO BE INCLUDED IN THE PAYMENT £.....

The VAT will be claimed back by the school and will not be deducted from the budget

Requestors Name..... Date.....

Budget Holders Name.....

Signature..... Date.....

**PLEASE ENSURE THAT ALL OF THE ABOVE IS COMPLETED IN FULL BEFORE HANDING TO THE BUSINESS MANAGER FOR PROCESSING**

OFFICE USE

Bursar/Headteacher authorisation.....

Date.....