

- 10) All expenditure charged to the credit card should be supported by:
 - 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
- 11) The credit card statement should be certified by the cardholder as evidence of the validity of expenditure.
- 12) Authorisation for the expenditure should be obtained on a one-up basis (for example the Principal should authorise any travel by the Deputy Principal and the Board should authorise any travel by the Principal). Cardholders are not allowed to approve their own expenditure.
- 13) All purchases should be accounted for within 5 working days of receiving a credit card statement.

Cash Advances

- 14) Cash advances are not permitted.

Discretionary Benefits

- 15) Any benefits of the credit card such as a membership awards programme are only to be used for the benefit of the School. They should not be redeemed for personal use.

Cardholder Responsibilities

- 16) The cardholder should never allow another person to use the card.
- 17) The cardholder must protect the pin number of the card.
- 18) The cardholder must only purchase within the credit limit applicable to the card.
- 19) The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.
- 20) The cardholder must return the credit card to the School upon ceasing employment there or at any time upon request by the Board.

Approval

- 21) When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
- 22) As part of its approval the Board requires the Principal to circulate this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School policy manual shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.