

Trust Commercial Card Policy



Reviewed by: Trustees
Approved: 23.05.2019
Next Review Date: 23.05.2020



Overview:

The purpose of this policy is to provide guidance for individuals when acting as custodian of a trust purchasing card, ensuring they are fully aware of their responsibilities.

Individuals must also be aware when agreeing to this policy, purchasing cards are to be used in conjunction with the financial regulations document as well as trust related policy documentation on Anti-Fraud, Bribery and Corruption.

1. Trust Commercial Card Policy

1.1 The schools purchasing cards must only be used when option of payment via BACS is not available.

1.2 Authorised card holders may withdraw cash to 'top up' their Imprest accounts.

1.3 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.

1.4 All cards will be kept secure by the cardholder

1.5 Individual pin numbers must be kept private and used only by the designated card holder, and never written down

2. Card Holder Responsibilities

2.1 Card holders 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.

2.2 Each card holder is responsible for ensuring the security of their card. Cardholders must take all reasonable precautions to prevent loss or misuse including the following:-

- Card holders must not allow any other person to use their card
- Sign their card immediately upon receipt
- Never leave their card unattended
- Never write their PIN down

2.3 All existing financial procedures must be adhered to as appropriate

2.4 All purchase card orders must be raised and authorised on the PS Financials software before being ordered and processed.



2. Card Holder Responsibilities Cont.

2.5 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

2.6 Lost or Stolen Card - The card holder 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, (0800 096 9779) A customer service representative will block use of the card and order a replacement card with a new account number
- Notify the Headteacher and Chief Finance Officer

3. Generic Guidance

3.1 All appropriate and relevant documentation must be kept with regard to the card transaction and reconciled with the monthly bank statement.

3.2 All receipts and purchase documentation to be scanned into PSF financials for record keeping.

4. Issue and safekeeping of Purchasing Cards

4.1 The issue and reissue of purchasing cards must be agreed by the Headteacher, or the Chief Finance Officer where this responsibility has been delegated and documented.

4.2 The Chief Finance Officer will designate the School Business Managers 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.

4.3 Purchasing cards will not be issued to, or be used by, any member of staff who has not signed a copy of the Employee Undertaking document. Appendix A.

4.5 On planning to leave the employment of the Orchard Community 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

5.1 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.

5.2 This must be done in advance, and/or as soon as a cancellation/leaving date is known for the individual



5.3 The form must be signed by both the card holder, and the card holders manager or Headteacher, and must be returned to the School Business Manager, who will then notify Lloyds of the cancellation before securely destroying the card as per Lloyds advice.

6. Damaged Cards

6.1 If your card becomes damaged, a replacement card can be requested by contacting the School Business Manager. You should follow the procedures as per card cancellations for your damaged card

6.2 Once your existing card has been cancelled, the School Business Manager will arrange a replacement card to be issued to you. Section 2 of this policy must again be revisited to ensure documentation for new card is in place.

7. Loss or Theft of purchasing Cards

7.1 Inform the Headteacher and School Business Manager as soon as it is known the card has been lost or stolen.

7.2 Contact Lloyds lost/stolen card line immediately on 0800 096 9779, quoting card number. Any avoidable delay in contacting Lloyds may result in unauthorised use of the purchasing card for which the School may hold the card user liable.

7.3 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

8.1 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 Headteacher prior to any application being made.

8.2 Cardholders must not attempt to exceed these values by splitting the orders, and must only spend within existing budgets agreed.

9. Payment and coding

9.1 The invoices for the purchasing card payments should be checked against the authorised purchase orders on PS Financials.

9.2 The school's bank account will be charged each month for the total amount of the purchasing card statement.

9.4 The total amount on the *Purchasing Card Statement* should be input onto the PS Financials system within 5 working days of receipt.



9.5 When completing the bank reconciliation schools must ensure the correct amount has been charged to the bank statement.

10. Monitoring

Use of purchasing cards will be subject to spot checks by the Chief Finance Officer or a nominated person. An independent record of these checks must be maintained by Senior Executive Leader 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 3rd party intervention), the police should be contacted for investigation (remembering to obtain a report number)



APPENDIX A: Trust Commercial Card - Employee Undertaking
Establishment: [School Name].....

First Name(s):
Last Name:
Post:
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;
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I have received a copy of the Trusts Commercial Card policy about the use of Purchasing Cards;
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I have read the above policy 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 - School Name:
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If I leave the Trust 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: Cancellation of Employee Undertaking

Establishment: [School Name].....

First Name(s):
Last Name:
Post:
Telephone Number:
e-mail Contact:
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 the School Business Manager, 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 Business Charge/Credit card help desk: 0345 602 2042