



MARIST CATHOLIC SCHOOL

PROCEDURE: **Credit Card**

Credit cards and charge cards are an accepted and convenient way of making purchases and payments, and we have procedures in place to prevent fraud or misuse.

Issuing a card

- Only the principal is authorised by the board can use the card.
- The credit card limit is approved by the board of trustees.

Using a card

- The card must only be used for school related purchases, and for actual and reasonable costs associated with school business.
- It must never be used for personal purchases.
- It must not be used by anyone else except with the cardholder's permission.
- The user needs to present a detailed tax invoice and receipt.
- The statement must be certified by the cardholder and signed off by the board.
- No cash advances are allowed.
- Any discretionary benefits (such as, membership awards) must only be used for the benefit of the school, not for personal use.
- The credit limit cannot be exceeded.

Cardholder responsibilities

The cardholder must:

- protect the card's pin number
- immediately report its loss to the board and the card company
- return it whenever the board requests it, or upon ceasing employment at the school.