



## Heywood Community School

### Credit Card policy

**Approved by Board of Management: Tuesday 25<sup>th</sup> February 2025**

#### **1. Policy objective**

The board of management is required to layout a policy that sets out the limit, terms and conditions and procedures governing the issue, use, administration and retention of the school credit card.

#### **2. Scope**

This policy statement applies to all personnel authorised to use a credit card at Heywood Community School who come under the control of the board of management.

#### **3. Approval required for the use of a school card credit.**

Approval has been obtained from the board of management for the use of a credit card by the school. This approval was included in the minutes of the board meeting Tuesday 25<sup>th</sup> February.

#### **4. Responsibility:**

- a) The Principal is the only person that should have a school credit card.
- b) The Principal is responsible for the safe custody of the card and the security of the card information.

- c) The Principal is always responsible for the proper use of the credit card in line with the policy.
- d) The principal is responsible for managing the required security controls as set out by the bank and must keep secure any applications or security keys issued for credit card use.
- e) A written record of PIN numbers must not be kept by the principal, and PIN numbers should be changed regularly (e.g. every six months).
- f) If a credit card is lost, the cardholder must:
  - I. Contact Bank immediately quoting card number
  - II. Inform the Garda Síochana if loss is a result of theft and obtain a crime reference number

#### **5. Credit card limit:**

The credit card limit is set at €10,000. This limit should not be exceeded.

#### **6. Terms and conditions of use**

- a) The card must only be used for bona fide school purposes where the expenditure requirement cannot be met through the school's existing financial systems and services.
- b) A credit card payment is subject to the same rules as a cheque payment or electronic payment, i.e., there must be two approvers. This is achieved by implementing the following process.
  - a. Once the monthly credit card statement is received, the supporting invoices/receipts should be attached to the statement. The principal and the chairperson of the board of management (where possible) should sign the monthly credit card statement before payment is approved.
  - b. The credit card statement must be supported with proper receipts for all expenditure, copies of credit card machine receipts alone are insufficient.
  - c. The credit card must not be used to withdraw cash.
  - d. The credit card must not be used for personal use.
  - e. Contactless payments should not be made with a credit card.

- f. The credit card should not be used where other forms of payments are accepted i.e. cheque, EFT.
  - g. Following use of the Credit Card by any staff member, a Credit Card recording form must be completed and forward to accounts with all sections complete.
- If from time to time any expense issue arises which is not covered by these guidelines, the principal should bring the matter to the attention of the Chairperson who will decide what response is appropriate.

#### **7. Contacts:**

For questions about this policy, contact the board of management

#### **8. Policy Review:**

This policy will be reviewed annually and updated where necessary.

Adopted by board of management on Tuesday 25<sup>th</sup> February 2025

Signed by the Chair on behalf of the board of Management

  
\_\_\_\_\_