



Debit Card Policy

Mission Grove Primary School

This Policy has been written for and adopted by the Governing Body of Mission Grove Primary School.

VISION STATEMENT

For the children at Mission Grove to become well rounded individuals who have drive, passion and the confidence to do their best. Who leave with the skills to succeed and flourish in life. Staff have high expectations of themselves and others and are reflective practitioners. Mission Grove provides security, opportunities and enjoyment for all.

Approved by Governing Body

Date: January 2018

DEBIT CARD POLICY

Use of Debit Card Policy

From time to time the school may be offered an opportunity to purchase goods or arrange for services for the school from companies that shall not invoice but shall only accept a direct payment. In order to make use of these Best Value offers the school holds a debit card. The Headteacher will ensure that there is budgetary provision for all purchases and that there is sufficient balances available in the bank to cover the expenditure. There are some schools who may also wish to hold a store card.

Debit Card

The debit cards should be in the name of a named officers the Headteacher and the School Business Manager and it is stored in the safe and removed for use in shops etc; It will only used for internet / phone orders where a debit card is necessary. The card will not be used by any other member of staff. There should be a credit limit set by the school. Both cards have a credit limit of £500 per month.

Budget holders who wish to make internet orders complete the usual Purchase Order Request Form, obtain authorisation from the Headteacher and pass to the School Business Manager for processing.

The transaction will be recorded on the schools computerised financial system (FMS) by the Finance Officer. All supporting documentation in relation to the purchase will be printed at the time of purchase and kept with the Purchase Order Request Form.

Once the goods have been received, supporting documentation will be forward to the School Business Manager to be retained with the order documentation.

When the debit card statement is received the School Business Manager will check and forward to the Finance Officer for inputting on FMS on a monthly basis.

The payment to the debit card company will be made by direct debit. The statement will have already been approved through the procedures outlined above.

No cash withdrawal with the card and no personal purchases are to be made on the card. Loss of cards should be reported to the Headteacher immediately. All authorised cardholders shall sign to accept that they have personal responsibility for transactions on the card (specimen below).

Store Cards

All the above control and procedures are the same for store cards.

Monitoring and reviewing the Debit Card Policy

We review the information contained within the Debit Card Policy annually, when amendments are made within the Financial Regulations or when there is a change of card holders.

Debit Card Holder Information :

Last Name:

First Name(s):

Post:

Telephone Number:

I declare that:

- I have received a Debit Card and associated PIN and will keep it in a safe place at all times;
 - I have read the guide and agree to comply with its requirements;
 - I accept responsibility for the security and safekeeping of the debit card;
 - I undertake to use the debit card solely for school business;
 - If I leave the school I will hand the card over to the Headteacher
- Staff are advised to read and refresh themselves of the above regulations.*

Signed :

Print Name :

Date :

Debit Card Holder Information :

Last Name:

First Name(s):

Post:

Telephone Number:

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- I have received a Debit Card and associated PIN and will keep it in a safe place at all times;
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Signed :

Print Name :

Date :