

## CREDIT CARD POLICY

The college holds a credit card. The following procedures are to apply:

1. The College holds two cards, which are charged to the current account and which fall under the responsibility of the Finance Manager. The cards are retained in the safe and used only within the Finance Office and by an authorised user. A purchase order form must be completed and signed by the appropriate budget holder. Details of date of use are entered on the card record sheet and any order acknowledgement is printed out and filed in the credit card folder with the purchase order. Sales vouchers and invoices are checked by the Finance Manager against the amounts entered, and reconciled with the bank statement and credit card statement. The Assistant Principal (Director of Finance and Estates) checks the reconciliation.
2. Cards may only be used for any purpose providing college purchasing procedures are followed.
3. Authorised users are listed below:

Finance Manager

Staff Development Officer

Any budget holder

Document History: Approved by the Corporation 2004 Approved By the Corporation 2007
---