



Credit Card Policy

Goal:

To define the policy governing the appropriate use of credit cards for the Rotorua Girls' High School Childcare Trust (RGHSCT).

Policy:

1. A credit card shall be issued to the 'Person Responsible' with the authorisation of the Trust Committee.
2. The credit card will be held by the 'Person Responsible', who shall be accountable for its appropriate use under this policy.
3. The credit card is for genuine expenditure related to the activities of the RGHSCT only, and is not to be used for personal purchases.
4. Cash advances are not permitted on the credit card.
5. All transactions must be supported by appropriate documentation, receipts etc.
6. For transactions greater than NZ\$50, appropriate GST receipts must be supplied.
7. Transactions for a value greater than NZ\$500 must be approved by the Trust Committee.
8. The credit card statement should be certified by the 'Person Responsible' as evidence of the validity of expenditure.
9. All expenditure shall be notified to the Trust Committee through the monthly Financial Statement.
10. Responsibilities of the 'Person Responsible':
 - a. The pin number of the card must be protected at all times.
 - b. Purchases may only be made within the credit limit applicable to the card, and according to the stipulations of this policy.
 - c. The cardholder must notify the credit card company and the Trust Committee immediately if the card is lost or stolen.

- d. The cardholder must return the credit card to the RGHST upon ceasing employment there or at any time upon request by the Trust Committee.

11. Breach

- a. All breaches of this policy must be notified to the Trust Committee.
- b. Consequences for breach will be at the discretion of the Trust Committee, and may involve disciplinary action up to, and including, termination of employment.
- c. In all cases of misuse, the RGHST reserves the right to recover any monies by appropriate legal means.

This policy will be reviewed as per the policy review schedule.

Date: 21 October 2019