# Purchasing Card Use Policy

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## Document Control Information

| Version | DATE | DESCRIPTION |
|---|---|---|
| 1 | 2014/2015 | First Version |
| 2 | 8/06/2021 | M Rome and C Covus review updated in line with SCC model policy |
| 3 | 11/11/2024 | Review no update |
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| **Last Review** | November 2024 |
| **Review Period** | 2 Years |
| **Review Date** | November 2026 |

## Introduction

This policy governs the use of the schools Purchasing card.

The school has one purchasing card to enable it to take advantage of purchasing items, usually over the internet, to further achieve best value for money. In addition, the card enables urgent, critical purchases of minor items required for emergencies to be purchased where suppliers will not take a purchase card and the schools weekly online food shopping.

The card is also used to purchase student rewards or pay for reward visits where a purchase order cannot be accepted.

## Cards

There will be one card in the name of the Headteacher.

## Card Storage and Security

Details on the purchasing card will be held by the School Business Manager electronically.

The physical card is the responsibility of its named cardholder – should it be lost or stolen, this must be reported immediately to HSBC and the School Business Manager. The School Business Manager will report this to the Surrey Banking team.

## Types of Expenditure

The card may only be used for school purchases – under no circumstances should the cardholder use the card for his/her personal items. Misuse of the card may result in disciplinary action.

An internal form is required for any item or charge booked to the purchase card – this must be signed by the cardholder and Headteacher. Once approved, this must be passed to the finance officer.

The item can then be purchased from the supplier – this can be achieved in the following ways:

- The cardholder can purchase in store (for example, the Headteacher may go to the supermarket to pick up an urgent missing cooking ingredient)
- The cardholder can purchase online (for example, the Headteacher may require urgent curriculum resources from an online supplier)
- The Finance officer may purchase online (using the Headteacher's card details only after the order form is approved by the School Business Manager and the Headteacher.

Once the item is ordered, the price confirmed, then the internal order form in then authorised in the same manner as an invoice – i.e. a payment slip is attached – the Finance Officer confirms the goods have been received and the charge is valid and signed off by two signatories to the delegated bank account.

The only instance where a Purchasing request or order form does not need to be completed is when ordering the weekly online food shopping for each site, that is within the pre-approved limit.

## Expenditure Limits

The Headteacher's purchase card has a limit of £3,000 with a single item limit of £1,000.

The weekly online supermarket limit without pre-authorisation is £200 at each centre. If the spend is above £200 authorisation is needed from the Headteacher. A completed purchasing order form needs to be completed stating reason for additional spend and a signature from the Headteacher.

## Reconciliation of Accounts

Each month, the School Business Manager receives a detailed statement of all charges made against each card.

Each charge should match against an authorised internal order form.

Any unknown card transaction or transactions that are in breach of this policy will be reported to the Headteacher and the school business manager, documented and investigated accordingly.

- If charges have been made without an order form, then the School Business Manager will be informed and will follow this up as a serious issue with the cardholder, and a retrospective approval will occur.

- Repeated charges without an order form expose the school to unauthorised spend on the card and also result in the School Business Manager not being able to process month end or highlight if the card has been hacked and used by unauthorised persons. These will be escalated to the Headteacher and/or Management Committee to resolve.

Once the monthly statement has been checked and all charges matched to approved order forms, the direct debit payment relating to the statement will be added to the FMS Finance System to enable month end processing to occur.

The Headteacher will sign off each statement to agree there are no unauthorised transactions.

The Headteacher needs to review a minimum of 10 transactions or 50% of transactions on each statement and sign a reconciliation review sheet.

## Misuse of the Card

The cards may only be used for school purchases – under no circumstances should the cardholder use the card for his/her personal items.  Misuse of the card may result in disciplinary action.