



WAIMEA COLLEGE

Policies and Procedures

Policy: NAG 4 - Credit Card Use

Date Approved: 17 August 2020

Review Date: 2023

Background

A Waimea College Board of Trustees Credit Card is issued in the name of a limited number of people only. Currently these are the Principal, Resource Manager, International Manager, and the Executive Assistant.

The Business Visa Credit Card is used primarily for small purchases related to the school's everyday costs and where immediate payment is necessary. Other uses may include internet ordering, the payment of accounts, and for the payment of expenses when travelling overseas.

The credit card is not to be used for the staff members, or any person's personal expenditure.

Expectations

1. All purchases involving the use of the credit card must be in line with the annual budget, as approved by the Board.
2. All expenditure charged to the credit card should be supported by:
 - A detailed invoice or receipt to confirm the expenses are properly incurred on Waimea College business.
 - For expenditure incurred in New Zealand there must be a GST invoice to support the GST input credit.
3. Cash Advances will not occur under any circumstances.
4. Payment of the credit card is by direct credit monthly, from the school's bank account.
5. Wherever possible other approved methods of payment (not the credit card) will be used.
6. The credit card must be surrendered to the Board or Principal upon request.
7. Approval of credit card expenditure will be subject to the usual Waimea College procedures, that is, the Board Chair approves the Principal's expenditure and the Principal approves all other credit card expenditure.

Date Adopted: 17 August 2020

Chairperson:



Waimea College Board of Trustees