

# All Saints Schools Trust



## ASST Purchase Card Policy 2023

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<b>Category:</b>	Financial Management
<b>Authorised By:</b>	Finance & Audit Committee / Trust Board
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<b>Signature:</b>	
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## Contents

Section	Heading	Page
1	Statement of Intent	3
2	Issue of Purchase Cards	3
3	Usage	3
4	Restrictions	4
5	Record keeping, reconciliation and payment	4
6	Security	4
	ASST Payment Card Employee Agreement	5

## **1 Statement of Intent**

All Saints Schools Trust (ASST) is committed to ensuring that its systems of financial governance conform to the requirements of both propriety and sound financial management.

This includes making sure that there are adequate controls in place over the use of the school payment cards, required to enable the school to purchase goods/services, where the company being used provides the best value but an invoice cannot be raised or a credit account set up.

This policy is intended to provide guidance and assistance in the correct and responsible use of the school's payment cards, and will be fully incorporated into the school's financial policies and regulations.

Each school's nominated card holders are:

1. ASST - Melanie Barrow, CEO
2. LAX – Melanie Barrow, Executive Headteacher
3. STR – Hannah Hunt, Head of School (delegated to Hannah Cragoe, Acting Head of School until July24)
4. EYE – Gemma Watts, Executive Headteacher
5. WTH – Claire Flatman, Executive Headteacher
6. FRS – Mark Taylor, Executive Headteacher
7. OCC – Emily Rowe, Head of School (delegated to Katie Thornton, Acting Head of School until June24)
8. DEN - Charys Rushbrook, Head of School
9. CHR - Amie Reeve, Head of School
10. GRW – Claire Flatman, Executive Headteacher
11. HWK – Claire Flatman, Executive Headteacher

All cards are now held centrally by the Trust Central Team (CT) together with PIN numbers for each Purchase Card. The number of cards may increase as more schools join ASST but the individual limit on each will remain a maximum of £1,000.

## **2 Issue of Purchase Cards**

The Trust will formally minute an agreement to approve the use of the school's purchase cards, to accept responsibility for their use, and to accept all terms and conditions outlined in this policy.

Purchase cards must only be issued in the name of ASST and each individual school.

Members of staff found to be breaching the terms and conditions for use of their card will have the card confiscated and disciplinary action may also be taken.

Any costs/charges incurred arising as a result of a purchase card being misused will be charged to the person responsible.

## **3 Usage**

Purchase card usage is managed by the Trust Central Team (CFO/Finance Officer) – each school is to send an approved payment card requisition form before a purchase card transaction is completed.

Purchase cards should only be used by nominated officers and must not be shared with other members of staff for their personal use.

Purchase cards must only be used for low value expenses incurred wholly, necessarily and exclusively for school business purposes. The delivery address should always be that of each individual schools.

Card payments should not exceed the maximum limit for single transactions (£1,000) or for daily and total monthly spend (£1,000), as agreed by ASST.

Reconciling and authorising the monthly statement is completed by Central Team.

## **4 Restrictions**

Purchase cards must not be used for any non-school business or personal expenses. Selected merchant/retailer types could be restricted by the card issuer to prevent expenditure on non-approved items.

Purchase cards should not be used for regular payments to creditors unless this is the only payment method accepted by the supplier.

Purchase cards must not be used to obtain cash from an automatic transaction machine (ATM) or to guarantee any cheque or obtain cheque encashment.

Except in emergencies, the school's payment cards should not be used to purchase fuel or other motoring expenses while travelling in a personally owned or leased vehicle. Reimbursement of this expenditure must be made via the travel expense claims process.

Only secure sites should be used to make online purchases (for example the website shows the padlock symbol, Verisign, Bobby or is another secure pay site). If there is any doubt as to whether it is a secure site, the purchase should not be made.

Personal loyalty cards must not be used in conjunction with the payment cards issued by ASST.

Purchase card insurance and/or subscriptions for card protection services must not be purchased.

## **5 Record keeping, reconciliation and payment**

All purchases made using a purchase card must be authorised in the same way as any other purchase with a purchase card requisition form being approved by the Executive Headteacher or delegated to the Head of School. The ASST Central Team will authorise use of each individual purchase only after receipt of the approved requisition form:

- The purchase card details will be given to the school to complete the purchase on the understanding that the purchase card details are not kept for future transactions; or
- The ASST Central Team will place the order on behalf of the school.

Receipts/invoices are required to support every item of expenditure, and a separate VAT receipt/invoice obtained if any purchases contain any VAT charges. Receipts/invoices must be sent to the Central Team along with the payment card statement.

The full balance of the payment card will be paid off by the due date (by direct debit), after all outgoing transactions have been checked by the ASST Central Team.

Transactions and supporting documents must be kept for a period of six years plus the current financial year so that they can be produced if an audit is undertaken.

## **6 Security**

Purchase Cards are kept securely in the ASST Central Office in a locked filing cabinet when not in use.

PIN numbers must be kept secure and not disclosed to unauthorised personnel.

Lloyds Bank (issuer of the purchase cards) and CFO must be notified immediately if a purchase card is lost or stolen or fraudulent use is suspected.

Purchase cards will remain the property of All Saints Schools Trust.