

# Jakeman Nursery School



## Purchase Card Policy

# Policy for the Use of Purchase Cards

## **Purpose**

To ensure that those with a purchase card use it in line with agreed financial controls, recommendations and legalities in a consistent way.

## **Rationale**

To aid the Governor's Finance Committee in monitoring the use of Purchase cards.

## **Key Principles**

There is a signing out procedure for the issue of each authorised user's card. Cards should be collected from Woodcock Street and signed for after ID has been checked by the relevant BCC officer.

The authorised officers appointed to control the use of credit cards are: Head Teacher, Chair of Governors.

The cards should be kept securely when not in use, and are the responsibility of the authorised purchase card holder. If the purchase card holder ceases to be employed by the school, they should destroy their card and notify BCC of this ([elaine.smith@birmingham.gov.uk](mailto:elaine.smith@birmingham.gov.uk)).

The virtual card will be kept within the school safe when not in use.

The use of the card is limited to purchases for the benefit of the school, and should only be used for purchases where an official order is not possible/accepted. All purchases should be authorised by the Head Teacher prior to being actioned.

The monthly expenditure limits should not be exceeded –  
David Aldworth currently £3,000 with a single transaction limit of £1000.  
Janine Maidment currently £1000 with a single transaction limit of £1000  
Virtual Card currently £6000 with a single transaction of £6000.

A record of purchases should be kept by the card holder at the time of purchase and this should be recorded as soon as possible after use.

Documented proof of goods purchased is passed to the School Office Manager/Finance Administrator as soon as possible after a purchase has been made.

The transactions are reconciled by the Office Manager / Schools Financial Services on a regular basis.

Purchase card statements are authorised and VAT adjustments/coding adjustments are made within the agreed period.

The consequences of mis-use of the Purchase Card will be cancellation of the holder's Purchase Card and, potentially, an instigation of disciplinary proceedings (per BCC Purchase Card Manual Guidance October 2020).

The Finance Committee having approved these regulations reviews the use of cards on an annual basis.

### Why Use a Purchase Card

- Flexibility of payment - the card can be used for online purchasing, school trips, telephone bookings as well as face to face transactions, off site purchases agreed by the Head Teacher.
- Purchase cards reduce the cycle time of purchasing some transactions.
- Can improve supplier relations as suppliers receive payment within two to five days.
- The Birmingham City Council card is a VISA card; it can be used anywhere in the world displaying that sign – this could be particularly useful for incidental expenditure during school trips.
- With proper controls, it can restrict unauthorised purchases as well as buying non-authorised categories of goods and services.
- The purchase card is funded from your allocated budget. You **must** always check you have sufficient funds to cover the expenditure.
- The purchase card is used for internet purchasing. Appropriate authorisation is made at each stage of the ordering and invoicing of the goods/services.

*Current Purchase Card Holders are:*

*Virtual Card allocated to: Vicky Brennan Hallah Cassem*

*Physical Card allocated to :David Aldworth and Janine Maidment*

*(D. Aldworth authorises prior to use, V.Brennan/ Hallah Cassem raises orders & records monthly transactions and SFS reconciles bank statement / VAT return).*

*DCAL Clearers: David Aldworth for Janine Maidment Card and Janine Maidment for David Aldworth and the Virtual Card.*

Date Policy Adopted: 8.12.2020

Date for next renewal: Autumn Term 2021

Signed: \_\_\_\_\_

Sean Delaney

**Chair of Governors**

Signed: \_\_\_\_\_

David Aldworth

**Executive Head Teacher**