



Birmingham Federation
Maintained Nursery Schools

Allens Croft Nursery School
Jakeman Nursery School
Shenley Fields Nursery School

Lillian De Lissa Nursery School
Newtown Nursery School
St Thomas Nursery School

Adderley Nursery School
Gracelands Nursery School
Highfield Nursery School

PURCHASE CARD POLICY

Cluster:

Gracelands Nursery School

Jakeman Nursery School

Local Committee Approved: 08 December 2022

Full Governing Body Approved: 16 January 2023

Date Policy Adopted: 08 December 2022

Date for next renewal: Spring Term 2024

Chair of Governors: Sean Delaney

Executive Head Teacher: Samantha Richards

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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).

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

Purchase cards will be kept personally on the named holder at all times.

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.

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.

The monthly expenditure limits should not be exceeded.

Purchase card limits

Samantha Richards GNS purchase card currently £6000, with a single transaction limit of £1000.

Janine Maidment JNS purchase card currently £1000, with a single transaction limit of £200.

Virtual Card JNS virtual card currently £6000 with a single transaction of £6000.

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 (all 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 the school's allocated budget. The card holder must always check there are sufficient funds to cover the expenditure.
- The purchase card can be used for internet purchasing (appropriate authorisation is made at each stage of the ordering and invoicing of the goods/services).

Current Purchase Card Holders

Jakeman Nursery School virtual Card allocated to Office Manager, Vicky Brennan (Samantha Richards authorises prior to use, Vicky Brennan raises orders & records monthly transactions and SFS reconciles bank statement / VAT return). The DCAL clearer for this card is Janine Maidment.

Jakeman Nursery School purchase card is allocated to Senior Nursery Manager, Janine Maidment. The manager of this card is EHT, Samantha Richards. The DCAL clearer for this card is Janine Maidment.

Gracelands Nursery School purchase card is allocated to EHT, Samantha Richards. The manager of this card is Chair of Governors, Sean Delaney. The DCAL clearer for this card is Janine Maidment.

Log sheets and monthly statements are signed by the card holder and the named manager of the card.