

# Finance and Property

## Credit Card Policy

### Rationale

The use of a credit cards by the Principal, Deputy Principals and Business Manager of Northern Health School in the execution of their duties is seen as desirable.

### Purposes

To ensure that

- a) The Principal, Deputy Principals and Business Manager has access to funds in the execution of their duties.
- b) There is accountability over the use of the credit cards.

### Guidelines

- a) Only the Principal, Deputy Principals and Business Manager are permitted to hold Northern Health School credit cards.
- b) The credit cards must not be used to gain cash advances.
- c) The credit card statement must be approved as soon as practical by the Presiding or authorised board member.
- d) The credit cards are to be used only for official business. No personal business is to be transacted through the credit cards.
- e) The credit cards will have a collective maximum limit of \$10,000 with credit limit for Principal \$4000, Deputy Principals \$3000 and Business Manager \$3000 which may be increased by the Board under special circumstances.
- f) Tax invoices and/or receipts are to be obtained for all credit card transactions.
- g) A full schedule of credit card transactions is to be presented to the Board as part of the financial reporting.
- h) Delegated authority limits will apply to credit card transactions.
- i) All credit card expenses are to be paid each month by the due date. No interest charges are to be incurred.
- j) Prior to the cards being issued the recipient must read and sign a copy of this policy.
- k) The credit card is to be handed to the Presiding Board Member on termination of the Principals, Deputy Principals or Business Managers employment.

Adopted	November 2023
Presiding Member	
Review Date	November 2026