



Te Aroha College Credit Card Policy

Rationale

Te Aroha College provides credit and debit cards to facilitate efficient purchasing for school-related expenses, particularly where online payment is required. This policy outlines the guidelines and responsibilities for the appropriate use of school-issued credit and debit cards to ensure accountability and prevent misuse.

Policy Guidelines and Procedures

1. Authorised Use

- School credit are to be used exclusively for approved school expenses, including:
 - Online payments such as magazine subscriptions, organisational memberships, conference fees, and curriculum resources.
 - Purchases from vendors offering discounts for online payments or international sites requiring card payment.
- All purchases must comply with the school's budgetary guidelines and be pre-approved by the appropriate authority (e.g., Head of Learning or Principal).

2. Card Checkout and Return

- The card must be collected from the Principal or another approved holder. The staff member must sign the Credit Card Register when taking the card and will be assigned a specific timeframe (e.g., 1 hour) in which to complete the purchase.
- Upon completing the purchase, the staff member must return the card and provide a printed receipt as proof of the transaction to the Principal or designated holder.

3. Responsibilities and Accountability

- While the credit is in a staff member's possession, they are fully responsible for its security. Any loss, theft, or unauthorised transaction must be reported immediately.
- Unauthorised use of the card will be considered a serious breach of policy and may result in disciplinary action.

4. Delegation and Oversight

- The Principal is delegated the authority to implement this policy and is responsible for ensuring that staff members are aware of and adhere to these guidelines.

Acknowledgment of Responsibility

By signing out the credit, staff members acknowledge their responsibility for the card and understand the consequences of any misuse.



Review Cycle

This policy will be reviewed every three years to ensure compliance with best practices and financial management standards.

Reviewed and ratified 27/11/24

Date of next review Nov 2027