



## **Multi-Pay Card Policy**

**November 2022**

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### **Trust Mission Statement**

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
- Working together so that we can all achieve our full potential, deepen our faith and know that God loves us
  - Being an example of healing, compassion and support for the most vulnerable in our society

***1 Corinthians 14: 40 (GNT)***

*Everything must be done in a proper and orderly way*

## 1. Introduction

1.1 This policy sets out terms of use for the Corporate Multi-pay cards.

## 2. Regularity

2.1 The Academy's ~~Financial Trust~~ Handbook sets out the definition of Regularity:

Dealing with income and expenditure in accordance with legislation, the funding agreement, the handbook, and the trust's internal procedures. This includes spending public money for the purposes intended by Parliament.

Examples (not exhaustive) of irregular expenditure are:

- Any items bought for personal use
- Alcohol
- Gift cards, ~~(unless advance permission has been sought from the Central Finance Team)~~
- ~~Any~~ gifts for staff, unless advance permission has been sought from the Central Finance Team (e.g. flowers, cards, chocolates, jewellery, gift cards)

## 3. Terms of use

3.1 The multi-pay cards are used only when it is not possible to achieve best value through the purchase order system.

3.2 The standard card limit will be agreed with each card holder.

3.3 Cards must only be used for official school business. ~~No personal purchases are permitted. Alcohol must never be purchased. Gifts for staff must never be purchased.~~ Irregular card use will result in cards being de-activated, the card holder required to repay the irregular expenditure and face possible disciplinary action.

3.4 Cardholders are not permitted to collect loyalty points (e.g. tesco clubcard) whilst using the multi-pay card, unless the loyalty card is in the name of the school.

3.5 The cards must be kept securely and only used by the named card holder. Card holders must comply with the card issuers terms and conditions.

3.6 The card holder must seek approval from the appropriate budget holder before using the multi-pay card. Approval should be sought using the Multi-pay card transaction form (see Annex I).

3.7 A log must be maintained that shows the date of transactions, the supplier, what the card has been used for, the amount spent, the cost centre and nominal codes to be charged. The log

will need to be signed off by the card holder and then reviewed and approved by the Head teacher (where the Head teacher is the card holder, it must be reviewed and approved by a senior member of the finance team or the CEO).


- 3.8 The log must be submitted electronically with scanned receipts by the 10th of the month. Card holders must retain the scanned electronic file and hard copy receipts for 12 months. The central finance team will retain the electronic copy of the log and receipts for 7 years.
- 3.9 On a monthly basis the purchase receipts will be reconciled to each entry on the Multi-pay card statement.
- 3.10 If forms and receipts are not submitted in line with the deadlines detailed in point 1.8, cards will be automatically de-activated until such time the documents are submitted.
- 3.11 Multi-pay cards cannot be used for withdrawing cash.
- 3.12 Lost cards must be reported as soon as possible to the Central Finance Team.
- 3.13 The card balance will be automatically paid in full each month.
- 3.14 When a card holder leaves the organisation, they should return the card to the Central Finance Team. The Central Finance Team will safely destroy the card and deactivate the users account.

#### **4. Review of policy**

- 4.1 This policy is revised every two years by the Our Lady of Lourdes Catholic Multi-Academy Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

<b>Date Issued</b>	30 <sup>th</sup> November 2022
<b>Date of Review</b>	30 <sup>th</sup> November 2024
Reviewer	Finance and Estates Committee / OLoL Executive Board
Author	Daniel Moore

**ANNEX I Multi-pay card transaction form**

Multi-pay card transaction form		
Staff Name:		
Department:		
Date:		
Name of Cardholder:		
(Name on Card)		
Supplier/website		
Item Description		
Net:		
Vat:		
Total:		
Nominal		
Account		
Budget Holder Signature		
Card Holder Signature		
Date:		
Please return this form to the card holder		

