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| TITLE: ALET Credit Card Policy | REF: GOV124 | VERSION: 1 |
| APPROVAL BODY: ALET board | DATE: 05.11.26 | REVIEW DATE: 05.11.27 |
| LEAD PERSON: CFO – Chief Financial Officer | | |
| VERSION | REVIEWER/APPROVAL | REVIEW NOTES |
| 1. 24.02.21 | CFO/ALET board | New Policy |
| 2. 05.11.26 | Executive Team | Reviewed and updated |

# CREDIT CARD POLICY (PROCUREMENT)

## Policy Statement

ALET is committed to ensuring that procurement activities are conducted in a responsible, transparent and efficient manner whilst maintaining effective financial controls and safeguarding public funds.
Corporate Credit Cards are provided to support legitimate business expenditure where they offer an efficient alternative to standard purchasing processes. All cardholders must ensure that the use of a Corporate Credit Card represents value for money, complies with ALET Financial Regulations, and meets the requirements of this policy. Failure to comply with this policy may result in withdrawal of card privileges, disciplinary action and, where appropriate, referral to external authorities.

## Purpose

Credit cards are a means to reduce internal costs, allow goods to be obtained more quickly, improve expenditure controls, reduce the need for Petty Cash facilities, and provide timely expenditure information for managers.
To ensure all staff are aware of the correct processes and procedures for using Corporate Credit Cards. This Policy should be read in conjunction with the Finance Policy and adhered to at all times.

## Scope

This policy affects those budget holders with credit cards, Head Teachers / ALET CEO who authorise the credit card transactions monthly and members of the Finance Team.

## Definitions

- **Credit Card** – Barclaycard
- **Card Holder** – The person whose name appears on the Procurement Card and is responsible for protecting the card and accountable for all purchases made using the card.
- **Credit Card Approver** – Card Holder's Line Manager

## Responsibilities

This policy is owned by Finance; the card holder and approver are responsible for adhering to the policy.

## References

Appendix 1 – Contact List

## Policy

### Credit Card and spending limits

ALET Credit Cards may be issued to departments that are able to demonstrate that the card will improve efficiency in processing purchases whilst still respecting the purchase ledger process. Typically, Credit Cards will be issued to Schools with a monthly card limit of £1,000, unless a specific business case requires more. Temporary increases require prior approval from the CFO.

Purchases must be for the use and benefit of ALET. No personal purchases are allowed – regardless of intent to reimburse ALET. If a cardholder fails to comply with the policies and procedures associated with the Credit Card, the Finance Team reserves the right to cancel the Credit Card at any time.

Fraudulent or misuse of the Credit Card may result in disciplinary action, up to and including termination of employment.

Prior to using a Credit Card as payment for any purchase, the cardholder should first attempt to ensure that the use of the Credit Card will provide best value for money and that goods are not otherwise available through ALET's Supplier list (e.g., stationery, supply paper). This is in line with ALET's financial regulations.

Cash withdrawals are strictly prohibited. All cards will be issued without cash facility. This will only be activated in exceptional cases.

**Who can apply for a Credit Card?**
A request for a Credit Card should always be made by a Head Teacher or have express permission from the CFO.

**How to apply for a Credit Card**
A Credit Card – Application Form should be completed by the Head Teacher and sent to the Central Finance Team together with authorisation from the ALET CEO, (a copy of the application form can be requested from the Central Finance Team).

Applicants should be aware that it typically takes three weeks from submission of a completed application form to the bank for the card and PIN to arrive.

**Training**
All new cardholders will have the option to receive training with a member of the Finance Team to ensure understanding of their responsibilities for administering the necessary paperwork and documentation in relation to Credit Card spend. This is to ensure that Credit Card use is properly controlled and monitored.

**Examples of situations where it is reasonable to use your Credit Card**
- Online purchases
- Immediate/unexpected operational costs
- Payments to one off low value suppliers
- Travel/Subsistence – in line with the Expenses Policy

**Example of goods/services that cannot be charged to Credit Card**
- Cash withdrawals
- Planned costs when a purchase ledger invoice can be raised
- Purchases from regular suppliers
- Alcoholic beverages
- Items/Services for other than School related purposes (personal use)
- Capital expenditure like construction, renovations, or office furniture/equipment
- Regular payments are not permitted to be set up; these should be processed through the purchase ledger.
- A Credit Card may not be used to pay for any goods or services internally at ALET

**Cardholder responsibilities**

The person whose name appears on the card is responsible for protecting the card and is accountable for all purchases made using the card number. All purchases processed on a Credit Card must be made by the person to whom the card is issued.

Upon issue the cardholder signs a declaration that states that they agree to protect the card and adhere to the policies and procedures of the Credit Card, as set out here. The cardholder within each department is responsible for the integrity and accuracy of their department's Credit Card purchases.

The Credit Card can only be used by the cardholder; there should be no sharing of card information with others.

A cardholder should not make any purchases without budgetary provision.

The cardholder within each department is responsible for receipts for ALL Credit Card transactions. Wherever possible a VAT receipt should be obtained for your purchases. Each receipt must show detailed itemisation of purchases, description of what was purchased and the business purpose of the purchase. Receipts that show only a total amount without any itemised details are unacceptable. Cardholders who do not retain acceptable receipts for Credit Card purchases may have their Credit Card suspended or cancelled.

It is the cardholder's responsibility to report the loss of the card immediately to the Finance Team and to Barclaycard.

**Approving Credit Card transactions**
Barclaycard Statements are issued on 25th of the Month, Finance will email out the statements within 3 working days.

All Credit Card transactions must be detailed on the Barclaycard monthly reconciliation monthly, approved by the Card Holder's Line Manager and sent to the Finance Team with all supporting receipts and invoices within five working days of receipt of the statement.

Any goods or price discrepancies should be raised with the supplier, and any unresolved discrepancies should be treated as if it were your own money and should be reported to Barclaycard and to the Finance Team.

If individuals or departments do not comply with the above requirements, or do not submit appropriate documentation on a timely basis, the department may have Credit Card access suspended.

No person may approve the Credit Card reconciliation in their own name. This conforms to standard accounting and auditing practices.

## Link to other policies

Finance Policy
Disciplinary Policy
Expense Policy

## Appendix 1 – Contact Details

Barclaycard – Customer Service 0800 008008

**Administrators**
Members of the ALET purchase ledger team (finance@alet.org.uk)