

## Policy

### Use of the School Credit Cards

#### Rationale

From time to time it may be that the Southern Regional Health School, Board of Trustees, obtains and authorises the use of a credit card held in the name of the school. When this occurs the following policy will apply.

#### Authorisation to have a School Credit Card

All applications to have a credit card in the name of the school (Southern Regional Health School) must have the approval of the Board of Trustees.

#### Terms and Conditions of Use

1. The credit card should only be used in circumstances where there is no other alternative to make payment eg no account is held with the firm.
2. The credit card can only be used for the purchase of goods or services that are a legitimate charge to the school.
3. The school credit card **WILL NOT** be used for personal transactions.
4. Every receipt for purchases/expenses must be retained and forwarded to the Executive Officer for reconciliation.

#### Card Holder's Responsibility

The cardholder is responsible for:

1. Agreeing to the Terms and Conditions of Use of a Credit Card arranged through the Southern Regional Health School and laid out in this policy.
2. Card security.
3. Keeping receipts/tax invoices for all usage.
4. If the credit card is lost or stolen, the cardholder must notify the Executive Officer immediately.

**Ratified: January 2001**

**Reviewed: 31 March 2006**

**Reviewed: 02 August 2007**