

Lady Katherine Leveson  
Church of England Primary School



Purchase Card Policy

*Responsibility of: School Bursar*

*Evaluation:                      Governors Finance Committee,  
Annually, Spring Term*

*Lady Katherine Leveson Church of England Primary School*  
*Policy for the use of Purchase Cards*

*Overview:*

*Executive Summary*

*Purpose:* To ensure that those with a purchase card use it in line with FMSIS recommendations and legalities, in a consistent way

*Rationale:* To aid the Governors' Finance Committee in monitoring the use of Purchase cards

*Key Principles*

1. Authorised users are limited to:

- Headteacher
- Deputy Headteacher
- Administrator
- Site Manager

2. There is a signing out procedure for the issue of each authorised user's card. It is the responsibility of the Finance Officer to ensure compliance with this procedure.

3. The authorised officers appointed to control the use of the credit cards are:

- Headteacher
- Bursar

4. The cards are kept securely when not in use and are the responsibility of the purchase card holder.

5. The use of the cards is limited to purchases for the benefit of the school such as;

- Class refreshments
- Capitation/Class supplies
- Travel Bookings

6. The spending limit is;

Headteacher	£500 - individual purchase	£2,000 limit per month
Administrator	£500 – individual purchase	£1,700 limit per month
Site Manager	£500 – individual purchase	£1,000 limit per month
Deputy Head	£500 – individual purchase	£1,000 limit per month

7. A record of purchases should be kept by the card holder at the time of purchase.

8. Documented proof of goods purchased is passed to the Bursar as soon as possible after a purchase has been made.

9. The transactions are reconciled by the Bursar on a regular basis.

10. Purchase cards statements are authorised and VAT adjustments/coding adjustments are made via ORACLE, within the agreed period of receiving Purchase Cards Statements.

11. The full account balance is cleared each month.

12. The Chair of Finance approves the Headteacher's purchases termly. The Headteacher approves all other card user's purchases termly.

13. The Governing Body having approved these regulations, reviews the use of the cards on an annual basis.

*School Self Evaluation:* This policy shall be reviewed, in line with any FMSIS recommendations, annually, in the Spring Term, by Governors' Finance Committee