



Special Partnership Trust



PURCHASE / CREDIT CARD POLICY

Date Last Reviewed: September 2021

Review Date: September 2022



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Purchase /Credit Card Policy

Card should only be used for business use. Please refer to the Guidance Notes on using a company credit card for further information.

Alcohol should not be purchased via School monies.

Not used for cash, not used for personal purchases even if the card holder intends to repay the cost at a later date.

Credit card slip is not sufficient, for each purchase, the cardholder should obtain and save a VAT receipt showing details of the purchase.

The card holder must keep a record of each purchase to check against his/her monthly statement.

Storage – The card should be treated for security purposes like a personal credit card. The card must be kept under the card holder’s control at all times.

Misuse of cards – under delegated authority the COO/CEO will monitor the use of cards and may withdraw a card at any time if a card holder fails to observe the card policy. Specifically, where the cards are used to purchase goods and or services on behalf of departments then they must ensure the card is used strictly in adherence with the policy and the associated financial regulations / processes, under no circumstances can the administrator of the card by pass this policy even where their direct line manager may inadvertently request this deviation. Any related issues should be referred to finance Team. Unreasonable delays in submitting or persistent failure to send reconciliations and or receipts will constitute a breach in the policy and will render the card holder liable to their card being withdrawn.

List of current Credit Card Holders with limits:

Name	School	Card Limit (£)
Guy Chappell	SPT	1000
Tracey Allen	SPT	1000
Rachel Benney	SPT	5000
Jan Rixon	Curnow	5000
Matthew Pusey	Curnow	1000
Heidi Hoskin	Doubletrees	5000
Mark Hollis	Doubletrees	1000
Sarah Hooper	Nancealverne	5000
Gareth Gittins	Nancealverne	1000
Fay Mayo	Nancealveren	1000
Ruth Zimmerman	Pencalenick	5000
Lorraine Faulkner	Pencalenick	5000
Mike Brothers	Pencalenick	1000
Claire Collingham	Bude ARB	500

Ruth Witton	Brannel ARB	500
Rebecca Kemp	Falmouth ARB	500
Mutia Beddow	Orchard Manor	1000
Kelly Spencer	Orchard Manor	1000

