



CREDIT CARD POLICY
FOR
THE FIRST FEDERATION TRUST

Adopted:	19 December 2025
Review cycle:	Annual
Next review due by:	December 2026

Credit Card Policy

The purpose of the credit card is to enable best value purchases in connection with the school/federation/trust educational and business activities.

The card should under no circumstances be used to withdraw cash.

The cards should under no circumstances be used for personal purchases. Misuse of the card may result in withdrawal of the card and disciplinary action, including dismissal.

Prior approval from a named person within the organisation must be given for purchases that may be seen as improper use of public funds, *ie in restaurants or hotels*.

In the event that the card is used for payments that could be seen as 'improper use of public funds' relevant documentation must accompany receipts showing an explanation of the reasoning behind the transactions. This should also correspond to the First Federation Trust Staff Expenses, Governance Volunteers Expenses and Gifts, Hospitality and Entertaining policies.

All cards will be kept secure by the designated cardholders.

Individual pin numbers must be kept private and used only by the designated card holder.

Each card holder must sign and date a copy of the school's written policy and Employee Undertaking declaration (Appendix A). This will be kept securely in the central finance office.

Each card holder is responsible for ensuring the security of their card. Cardholders must take all reasonable precautions to prevent loss or misuse, including the following:

- Do not allow any other person to use your card unless authorised by the DoO or DoF following discussions with the Trust auditors.
- Sign your card immediately on receipt
- Keep your card secure at all times until required, never leave it unattended

All existing financial procedures must be adhered to. Requisition forms may be completed and authorised on the correct form then passed to the office for processing in the usual way. All card purchases must be approved by the Head of School/ DoO / DoF / Other member of the Trust Senior Leadership Group / CEO.

All documentation must be kept with regard to the cards, using the Credit Card log (Appendix B) and reconciled with the monthly bank statement at the end of the month. Entries onto PS Financials must be entered when the transaction has been completed or when an itemised invoice has been received. Correct VAT codes must be used.

Invoices / receipts must be obtained and attached to the credit card log for all transactions. If a receipt is missing and cannot be obtained after reasonable attempts then a missing receipt memo must be completed and signed using Appendix D. Missing receipt memos will only be accepted if also signed off by the DoF, DoO or CEO.

Lost, Stolen Card or unusual transactions

The card holder is responsible for the security of the Card and the transactions made with the card. If the card is lost or stolen or the cardholder has identified unusual transactions, the following steps should be taken immediately:

Call the Lloyds Bank Customer Services Helpdesk. A customer service representative will block the use of the card and order a replacement card with a new account number.

CALL 0800 096 4496

Notify the DoF, DoO or Trust Accountant

Cancellation of the Card

When an employee is no longer required to hold a card, a cancellation of Employee Undertaking Form (Appendix C) must be completed. This should be done in advance and as soon as a cancellation date is known. The form must be signed by the cardholder and the Head of School/ DoF / DoO / Other member of the Trust Senior Leadership Group / CEO. It should be returned to the Trust Accountant or DoF, who will then proceed to cancel the card once any balance is cleared.

Damaged Card

If your card becomes damaged, a replacement card can be requested by contacting the Trust Accountant or DoF. You should follow the procedures as per card cancellations. Once your existing card has been cancelled, the Trust Accountant / DoF will receive a replacement card and arrange to forward it to you.

Limits

Each cardholder will be assigned an individual transaction limit, which will be based on an individual's purchasing needs. There is a transaction limit and monthly limit. Cardholders must not attempt to exceed these values by splitting the order and must only spend within existing budgets. A temporary increase to card limits can be permitted for exceptional circumstances, this will need to be agreed with the cardholder and DoF.

Agreed cardholders

Typically the following members of staff / groups of staff may be considered for holding a credit card. However any card holder requires the approval of the DoF.

- School or Central Administrators
- Heads of School
- Operational Department Heads
- Other Operational Managers (i.e Catering / Premises)
- After School Club Managers
- Members of the Trust Senior Leadership Group

The DoF will ensure that a list of all current card holders and their credit limit is maintained.

Credit Card Limits

- The CEO may have a limit up to £3,000
- Other staff may have a limit up to £1,500

However often limits may be set lower depending on the requirements of the role. This will be determined by the DoF when approving card holders.

Cards may also be temporarily increased to a maximum of double the limit highlighted above should there be a temporary need, for a period of up to 2 months, after which the card limit must be returned to the usual level.

Should any member of staff require a higher limit than mentioned above, this will need to be agreed and formally confirmed by the Trust Strategy and Finance Committee.

Credit Card Controls Overview:

As credit cards charge bank accounts directly and payments, therefore, have an immediate impact on bank balances; their misuse or loss can be extremely serious for the First Federation Trust and its schools. Used properly these methods of payment are generally considered to be safe, but we have put certain controls in place to ensure their proper use and to protect the individuals using them. These include:

- We have set out a clear policy for the use of payments cards, the criteria for their issue, spending limits and their security
- We may put restrictions on the type of retailers where the cards may be used, e.g. use in restaurants, food retailers or on certain websites
- We will make sure that we communicate the policy for the use of payment cards clearly in writing, to all staff using them
- We will ensure payment cards are cancelled and destroyed, if the individual ceases to work for the school or if authorisation of the cards use is withdrawn
- It is your responsibility to make sure that any expenditure is supported by a voucher and/or invoice and recorded and analysed in accounting records.
- We will periodically review the card use to ensure consistency of use with set policies.



.....*School*

Lloyds Commercial Multipay Card Programme Employee Undertaking

Last Name

First Name

Position

Telephone No

I declare and understand that:

- **I have received my Lloyds Multipay Card and associated PIN and will keep it in a safe place at all times;**
- **I will not disclose any PIN numbers associated with cards issued to me.**
- **I will obtain valid tax documentation to support payments made and any VAT recovery and promptly submitting them to the relevant office.**
- **I have received a copy of the First Federation Trust Credit Card Policy**
- **I have read the policy and agree to comply with its requirements**
- **I accept responsibility for the security, safe-keeping and confidentiality of the card issued to me**
- **I undertake to use the card solely for First Federation Trust business and will not use any personal loyalty cards when making purchases with the credit card**
- **If I leave the school with purchases outstanding on the card which cannot be reconciled with business use I agree to the outstanding monies being deducted from my final salary payment.**
- **I will immediately notify Lloyds Bank & the First Federation Trust should my card be lost or stolen.**
- **I will immediately notify Lloyds Bank & the First Federation Trust should my card be subject to fraudulent use.**

This Employee Undertaking will be applied in conjunction with the First Federation Trust's:

- Code of Conduct
- Disciplinary Procedure
- Financial Regulations

Staff are advised to read and refresh themselves of the above regulations.

Card Holder Name:

School:

Signed

Dated

Please return this form to: *finance@firstfederation.org.uk*



.....**School**

Lloyds Commercial Multipay Card Programme Cancellation of Employee Undertaking

Last Name

First Name

Position

Telephone No

Debit Card No

Date Cancellation Effective

I declare that I no longer require the use of the Lloyds Commercial Multipay Card issued to me as above because (* - Please indicate reason):

- **I no longer have a use for the card***
- **I am changing job***
- **I am leaving employment with school/trust.***
- **Other (please specify)*.....**
- **I have cancelled any recurring transactions charged to this card**
- **On the last day of use, I will cut my card in half/through the smartcard chip and return it to(please indicate here who to return to)**

Signed (Card Holder)

Dated:

Signed: CEO/ExDir/HoS/DoF/DoO

Dated

Please return this form to:

finance@firstfederation.org.uk

or physically to: *The Finance Office, Blackpool CE Primary School. Liverton. Newton Abbot. Devon. TQ12 6JB*



Missing Receipt Memo

Name of cardholder

School

Date of Transaction

Value of Transaction

Name of Supplier

Description of Transaction (i.e what was purchased)

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Reason why a receipt is not available and cannot be retrospectively obtained / a copy provided

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Signed by cardholder:

Date:

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Signed by DoF / DoO / CEO:

Date:

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