



CREDIT CARD EXPENSES POLICY

PURPOSE

This policy provides guidelines for the issue and use of the Bellevue Kindergarten credit card.

POLICY STATEMENT

An employee will only be issued a credit card once authorised by the Committee of Management.

The credit card can only be used for the purchases of small value expenses or equipment which can include, but is not limited to, teacher resources, first aid products, groceries, authorised training and educational expenses, authorised incursions or excursions and authorised work related functions.

The credit card expenditure limit is \$500 per month. No cash advances are to be taken using the credit card unless authorised by the Committee of Management.

Where the credit card is lost or stolen, then the owner of this card is to notify the financial institution and cancel the card. The President or Treasurer of the Committee must also be notified as soon as possible.

The use of the credit card is not to be used for personal expenses.

The holder of the credit card is required to reconcile the monthly credit card statement and attach all receipts for payments made on the credit card. The statement and receipts must be provided to the Treasurer monthly for authorisation and payment.

All credit cards are to be returned to the Kindergarten when requested by the President or Treasurer or where the cardholder is no longer an employee of the Kindergarten.

ATTACHMENTS

Nil

AUTHORISATION

This policy was adopted by the Approved Provider of Bellevue Kindergarten on 10 March 2020.

REVIEW DATE: MARCH 2023