

# Charge Card Request Form

Northern  
House  
School



---

This form is intended to instigate the process for an employee to have a charge card.

It confirms the basic details required by the Trust Bank.

By completing the form the requester is also acknowledging their responsibilities in relation to having a company charge card.

Basic details:

Title: Mr / Mrs / Miss / Ms

Last Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Chosen Password (for your security reasons): \_\_\_\_\_

I \_\_\_\_\_ confirm that I am aware of the Trusts Procedures (a summary is provided over the page) in relation company charge cards and acknowledge that I will follow such procedures.

Signed \_\_\_\_\_

Date \_\_\_\_\_

---

Approved – Yes / No \_\_\_\_\_ Finance & Business Manager

\_\_\_\_\_ Date



---

## Relevant information from the Trust Financial Procedures

### Charge Cards

From time to time the Trust may be offered the opportunity to purchase goods or arrange for services for the Trust from companies that shall not invoice but only accept a direct payment. Typically, this will apply to online purchases. In order to make use of these offers and purchasing methods specific employees will hold Business Charge Cards. In addition to these type of purchases charge cards can be used where normal purchasing methods will either be too costly, inefficient or impractical.

It is the responsibility of each budget holder/School Business Manager/Headteacher to ensure that there is budgetary provision for purchases from each budget. It is the responsibility of the CFO to ensure that there is sufficient balance available in the bank to cover such expenditure.

The CFO will be responsible for approving the use of Charge Cards and the named cardholder(s) in school.

One card will be held and used by allocated staff for the purchases of non-curricular and curricular items, where normal purchasing methods will either be too costly, inefficient or impractical. The staff who can have such cards are;

- CEO
- CFO
- Head teacher
- Deputy Head teacher
- Business Administrator
- School Business Manager
- Other nominated individuals

Both the cardholder and the cost centre manager are jointly liable for the integrity of transactions and proper and controlled use of the charge card.

Receipts must be produced and reconciled with statements on a monthly basis by each cardholder. This information must be forwarded on in order to enter details in to SAGE as well as for the CFO to review activities.

Other considerations in relation to charge cards,

- The Business Charge Card shall, under no circumstances, be lent for use by another party.
- The PIN number shall, under no circumstances, be divulged to another party.
- The cardholder must be present when making any purchase.
- All purchases should be processed and authorised in the normal manner, i.e. order forms, authorisation, proof of delivery.
- The cards shall not be used for personal expenditure under any circumstances.
- All cardholders, through use, confirm that they have personal responsibility for transactions on "their" card.
- All cardholders shall authorise the School to recover the cost of any unauthorised transactions not conducted in accordance with this policy.
- In such circumstances, where reimbursement is not received voluntarily, the School reserves the right to make a salary deduction of the unauthorised amount.
- A VAT receipt (if applicable) must be obtained for all Business Charge Card purchases.
- The cardholder must present a valid receipt for all Business Charge Cards to the CFO on at least a monthly basis.