



Washwood Heath
Multi Academy Trust

Charge Card Policy

Prepared by:	Dave Worledge, Head of Trust Finance
Applies to:	All staff in WHMAT
Approved by:	Board of Trustees
Issued to MAT Academies for use:	
Review date	2 years from ratification by Board of Directors



Charge Card Policy and Procedures

Objectives

1. To allow WHMAT staff access to efficient and alternative means of payment for approved expenses where the traditional 'purchase order & invoice payment' route may be unavailable e.g. expenses related to business travel.
2. To remove the need for WHMAT staff to spend their own money on resources and claim that money back from WHMAT.

Policy

3. The oversight and distribution of charge cards and the associated card limits is the responsibility of Core Finance Team. The issue of a new charge card must be authorised by either the Finance Director or Head of Trust Finance.
4. WHMAT charge cards will only be issued to permanent members of staff.
5. The operation and control of each charge card issued is the responsibility of the charge card holder.
6. Charge card holders must use their cards only for the purposes for which they have been issued and within authorised purchase limits.
7. WHMAT charge cards shall be used for the payment of valid business expenses only, and the misuse of such cards shall be grounds for disciplinary action.
8. All expenditure on WHMAT charge cards should be in line with WHMAT's Financial Regulations.
9. The following purchases are expressly prohibited:
 - Alcoholic beverages
 - Tobacco products
 - Controlled substances
 - Personal items or loans
 - Any other items deemed inconsistent with the values of the WHMAT.
10. Charge card holders must also ensure that expenditure on their card is appropriate and that staff are not requesting to use their card in order to circumvent WHMAT's standard procurement approach (requisition, purchase order and invoice payment).
11. It is the responsibility of all charge card holders to ensure their charge card is stored in a safe and secure location, preferably under lock and key.



12. Any lost or stolen charge cards should be reported to the Core Finance Team as a matter of urgency.
13. Cardholders will be required to sign a Cardholder Agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their Charge card privileges and possible disciplinary action.

Procedures

14. Card Holders must ensure that appropriate budget holder approval is in place prior to purchasing any goods or services with their charge card.
15. Charge card holders are responsible for retaining all receipts for all expenditure undertaken with their charge card. Evidence of budget holder approval should also be retained (eg by completing a WHMAT Charge card expense form, or retaining an email from a budget holder requesting a charge card purchase be made on their behalf).
16. Wherever possible VAT receipts should be retained to enable WHMAT to reclaim any VAT incurred on charge card purchases.
17. Charge card holders are required to ensure a charge card transaction log is complete, detailing all of the purchases made on their card and the relevant budget those purchases should be charged to. As a minimum this log must be completed on a monthly basis and reconciled to the monthly charge card statement. Receipts should be retained along with the charge card log and monthly statement.
18. Charge card logs for the month just passed should be submitted to the Core Finance Team by the 10th of the following month. Charge card logs should be emailed to:

finance@whmat.academy

This policy applies to all charge cards issued to staff, by WHMAT.



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WHMAT Charge Card Expense Form

Name of Cardholder:

Card issued to:

Date:

Cost Centre & Ledger Code:

Description of purchase:

Budget Holder Approval:

Date:

Please Attach
Receipt here



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Washwood Heath Multi Academy Trust (WHMAT) Cardholder Agreement

I, _____, hereby acknowledge receipt of the following charge card:

Lloyds Bank Commercial Card
in the name of:

Caxton FX Business Card in
the name of:

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the WHMAT Charge Card Policy and the procedures included therein.

I acknowledge receipt the WHMAT Charge Card Policy and confirm that I have read and understand this policy. I understand that by using this card, I will be making financial commitments on behalf of WHMAT and that WHMAT will be liable for all charges made on this card.

I will endeavor to obtain the best value for WHMAT when purchasing merchandise and/or services with this card.

As a holder of this charge card, I accept responsibility for the security and proper use of the card. I will return the card to the Core Finance team, upon request or upon termination of employment with WHMAT. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases on behalf of any other entity, WHMAT will be entitled to reimbursement from the individual responsible for such purchases.

Signature of Cardholder:

Date:

Please return this signed agreement to the Core Finance team at WHMAT's head office.