

Credit Card Policy

Issued: March 2018
Reviewed November 2025
Next review due: Autumn 2028



1.0 Introduction

1.1 The purpose of this document is to provide clear guidance to employees on the issue and usage of Company Credit Cards. All individuals must have due regard to the best interests of Birmingham Diocesan Multi-Academy Trust (the Trust).

2.0 Card Issue

2.1 An application from a member of staff for a Corporate Credit Card may only be approved by the Chief Finance Officer (CFO) or Head of Finance (HoF).

2.2 The credit card shall be issued by the Trust's Corporate Credit Card Provider.

2.3 Each Corporate Credit Card will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will sign the Corporate Credit Card User Declaration (Appendix 1). The cardholder should not allow other members of staff to use the card. No more than one card shall be issued to a member of staff.

3.0 Card Usage

3.1 The primary method of payment remains invoicing and this shall always be used in preference to card purchases where this is offered as a method of payment by the supplier.

3.2 The Corporate Credit Card can be used for:

- Purchasing online where invoicing by the supplier is not possible
- Purchasing online where it would be uneconomical to pay by invoice (e.g. creating a supplier on the Trust's financial operating system for a single, low value purchase).
- Booking trips and/or training, or other situations, where payment in advance is required

3.2 Corporate Credit Cards cannot be used for personal expenditure under any circumstances. Cash withdrawals unless prior permission is obtained from the CFO or HoF.

3.3 The credit card account shall have a monthly spending limit not exceeding £2,000 per month.

3.4 Unauthorised use of a BDMAT issued credit card may lead to disciplinary action being taken

4.0 Cardholder's Responsibilities

The cardholder shall:

- Sign to accept they have personal responsibility for transactions on the credit card issued to them
- store their card in a safe / locked drawer when not in use.
- Not write down the PIN or disclose the PIN to anyone else.
- Report the loss of a card to the issuing bank, the police (if stolen) and Head of Finance immediately. This will enable appropriate action to be taken to minimise any financial loss.
- Report any suspected fraud or misuse to the issuing bank and Head of Finance immediately. This will enable appropriate action to be taken to minimise any financial loss.
- Ensure all receipts are authorised by either the Headteacher or Head of Finance (Central Team)
- Allow the Finance Team to recover the cost of any unauthorised transactions and where reimbursement is not received make a deduction from the cardholder's salary for the unauthorised amount.

5.0 Controls

5.1 Clear separation of duties is fulfilled by the following.

- Only cardholders are permitted to make purchases on the card issued to them.
- The cardholder is required to obtain prior approval from the Headteacher or budget manager before using their corporate credit card to make a purchase.
- The Headteacher (schools) or Head of Finance (central team) authorises receipt of transactions submitted by the cardholder.
- The Finance Team records transactions on to the Trust's financial operating system.
- The Finance Team will review receipt of transactions raised by the Headteacher and reconcile direct debits on bank accounts statements against credit statements.

5.2 The Trust reserves the right to suspend the use of a corporate credit card, alter the card monthly and single transaction limit, or cancel issued cards at any time where it believes that this is not being followed, or for other operational reasons.

APPENDIX 1 Credit Card [“the Card”] Cardholder Consent Form

I consent to be cardholder on the following credit card account held by **Birmingham Diocesan Multi-Academy Trust**.

School: _____

Credit Card Issuer: _____

Card Number: _____

I confirm that I have read the BDMAT Credit Card Policy [“the Policy”] and that I will abide by its terms and conditions.

I acknowledge and agree that:

1. I will use the account only to purchase items/services on behalf of the school or BDMAT and not use the account for any personal expenditure.
2. I will only purchase items/services in accordance with the Policy and where invoicing through the normal purchasing process is not available.
3. I will take care of the card whilst in my possession to avoid its loss or theft.
4. I will not disclose to any other person, or write down, the Card PIN number.
5. I will only use the Card security number for online purchases where a security number is requested and on a secure (indicated by padlock system) Internet website.
6. I will not use the Card to withdraw cash unless prior permission is obtained from the CFOO
7. I understand that upon discovery of loss or theft of the Card, I must as soon as possible notify:
 - a. The issuing bank; and
 - b. Head of Finance
 - c. The police (only in the event of theft)
8. I understand that I am personally liable for all charges on the account which relates to transactions which have not been conducted in accordance with the Policy.
9. I accept that I must reimburse BDMAT promptly should I cause the Account to incur any unauthorised charges and in the absence of prompt reimbursement I authorise BDMAT to recover all Unauthorised Charges by deduction from any amount otherwise owing to me by BDMAT, including but not limited to salary and expenses.
10. I agree that if I cease to be employed by BDMAT I will immediately return the card to the Head of Finance.
11. I understand that unauthorised use of the card may lead to disciplinary action by BDMAT.

Staff member: _____ Head of Finance: _____

Signed: _____ Signed: _____

Date: _____ Date: _____

November 2025