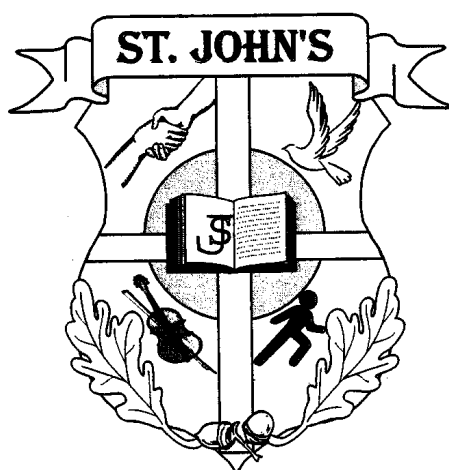


St. John's Primary School Bligh's Lane Derry

A Policy for Use of School Fund Debit Card 2024



“Learning Together Growing Together”

1. Debit Card Security

1.1 The school debit card is for the use of designated staff and must be held securely at all times. (The card will be stored in the school safe when not in use.)

1.2 The debit card holders for the **St John's Primary School Fund** account shall be the Principal, Mrs Geraldine O'Connor and the Senior Executive Officer responsible for School Business & Finance, Mrs Karen Carlin. The Principal may delegate use of the Debit Card to school staff using the **Proposed Expenditure Form (Appendix 1)**

2. Use of Debit Card

2.1 Use of the debit card will be limited to circumstances:

- where no other method of purchasing goods or services to be delivered is available from a supplier;

or

- where discounts can be obtained by ordering/paying for services on line;

or

- where a number of lower cost items amounting to over the petty cash limit need to be purchased from a local store (e.g. end-of-term rewards for pupils, afternoon tea with the principal normally obtained from supermarkets).

2.2 A debit card request form detailing the proposed expenditure must be completed by the budget holder and authorised by two bank account signatories, Mr Patrick Tunney and Mrs Geraldine O'Connor, before any transaction may take place.

Where the exact cost is not known prior to the transaction (e.g. in supermarket orders) an estimated budget figure will be entered on the form and detailed costs supplied immediately after payment.

2.3 When the expenditure is to be debited against the **St John's Primary School Fund** budget a cashbook journal is processed by the Finance Manager with the expenses allocated to the relevant ledger codes.

2.4 A transaction limit of £500 (inclusive of VAT) will apply. This may be increased with permission from the Chairperson of the Finance Committee Mrs Dawn Mc Laughlin and the Chairperson of the Board of Governors Mrs Kathleen McCallion.

2.5 When purchasing items via the internet strict controls will apply and the **Controls for use of Debit Card for Internet Purchases** must be applied (**Appendix 2**). All transactions must be done on school computer systems.

2.7 The debit card must not be used for obtaining cash except for the purpose of withdrawing petty cash which is recorded in the ledgers.

2.8 The debit card must not be used for personal transactions.

Signed: _____

Date: _____

Kathleen McCallion
(Chairperson of the Board of Governors)

(Ratified at Board of Governors' Meeting)

Appendix 1

Debit Card Proposed Expenditure Form

[illegible]

Appendix 2

Controls for use of Debit Card for Internet Purchases

1. Take care of card details online

Secure sites will start with https, not http. Secure sites have an added encrypted transaction layer. Other security systems include Secure Socket Layer (SSL), Secure Electronic Transaction (SET) and Hypertext Protocol Secure (HTTPS). Use these whenever possible.

2. Check for a secure connection before you enter your card details

Your browser is the piece of software that enables your computer to access the World Wide Web. A secure browser will show you whether or not the web site you are visiting is secure. Internet Explorer uses the padlock symbol while Netscape uses keys.

3. Get to know a company before you buy

If you are not familiar with a supplier contact them first and ask for some background information before you buy. Check if the company's registered details are displayed on the home page or if there is some form of accreditation, which can be verified. If unsure do not buy from them.

4. Keep passwords secret

If you register with a particular site you will be asked to enter a user name and password. Keep passwords completely secret – as you would with cash machine PINs.

5. Read delivery and returns policy before buying

Read delivery and returns policy on the home page before completing on-line transactions. Check you can return any unsatisfactory items and if you can get a refund. Websites should ideally cover delivery methods, delivery costs, currency applied, taxes applied, returns and refund policy and a contact telephone number or email address.

6. Save and print a record of your transaction.