

Business Card Holder Agreement

Academic Year 2022-2025



Business Cards Held in Schools – Agreement for Cardholders

This agreement must be read in conjunction with the Procurement Policy, Budget Holder Guidance and the Scheme of Delegation.

Issue of Cards

1. Before being issued with a school business card you must return a signed copy of this guidance to the Chief Financial Officer, confirming agreement to comply with the conditions of use.
2. If you leave the school, you must return the business card together with all supporting documentation to the Trust Finance Team.
3. You are responsible for keeping the card in a safe location, and ensuring it cannot be used fraudulently.

Lost or Stolen Cards

1. You will be personally responsible for the card and for reporting it lost or stolen, by phoning Lloyds commercial banking. You should then follow any instructions issued by the bank.
2. You should then inform Chief Financial Officer that the card has been lost or stolen.

Approved Transactions

1. The monthly limit per card is £1,000 and the maximum transaction limit is £500.
2. You must not make cash withdrawals.
3. You must not use the card for personal purchases.
4. You must ensure that you have approval from the appropriate budget holder in accordance with the school's scheme of delegation and that there is sufficient budget available before making any purchase.
5. You must ensure that contract standing orders, procurement rules and regulations are being followed. This includes using an approved supplier who is already on the PSF database.
6. The business cards in school can only be used where it is not possible for Trust Finance Team to make the purchase on your behalf, and when it is not possible to make normal commercial credit arrangements i.e. order – goods received – invoice.
7. Business cards may be used to make purchases from the internet or from high street suppliers but not for building works, utility bills, or agency invoices. If any point you are unsure, please check with the Chief Financial Officer.
8. Payment in advance of receipt for goods and services with the business card is permitted, provided schools can demonstrate that by doing so they obtained best value.
9. You must ensure that you obtain full VAT receipts for all relevant purchases.
10. When making purchases from internet supplier:
 - a. You should provide the email address of the Headteacher.
 - b. Goods and services must be delivered to the school only and not to a personal address.
 - c. You should always check that you are not being overlooked when using a business card online. Many secure websites use password access to authenticate cardholders.
 - d. Passwords must remain confidential.

Record Keeping

1. All receipts and delivery notes should be emailed to the finance@connectededucationtrust.org at the earliest possible opportunity.
2. You must keep a transaction log which you should keep in case of queries.
3. The Trust Finance team will be responsible for reconciling the individual transactions with the statement each month.
4. Payment of the business card statement will be by direct debit from the schools' own bank account.

Undertaking by the Cardholder

School Name	
Card Holders Name	
Business Card Number	
Bank Account Number	

I confirm that I have read and understood the guidance for cardholders and the Lloyds Bank Business card terms and conditions and I undertake to comply with these conditions.

I recognise that the Connect Education Trust reserves the right to withdraw the business card at any time.

Signed	
Date	

A copy of this agreement must be retained by the Connect Education Trust.