



PRE-PAID CREDIT/DEBIT CARD POLICY

Introduction

In view of the increase of internet purchasing due to the potential savings that online purchasing may offer, and the requirements of maintaining operations, Aston Rowant Parish Council uses a pre-paid credit/debit card for its business use. This policy refers only to the use of the aforementioned pre-paid card.

Policy Statement

The issue of a Council pre-paid card to the Clerk is authorised by the Council and is issued to the Clerk for their use only, no other individual may use the pre-paid card. Should a new card request be made, a business case must be made prior approval.

The financial limit of the pre-paid card shall not exceed £1000. The Clerk is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. In particular, PIN numbers will only be issued to the card holder and must be kept confidential, as must the card security (CSC/CVN) number.

The card must be kept in a locked cash tin in the Clerk's home office at all times, unless the Clerk needs to take it physically out of the office for purchase reasons. It should be returned immediately after use. Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing. With no exceptions the Responsible Financial Officer (RFO), if different to the Clerk, must also be informed immediately.

In the event of the Clerk's termination of employment, the Clerk must return the issued pre-paid debit card to the Chairman and the card will be destroyed. The issuing bank must be advised to cancel the pre-paid debit card to prevent any unauthorised usage.

Usage

The pre-paid card shall be used for business purposes only and in conjunction with the Clerk's job role. It shall not be used for any non-business transactions nor for any personal purchases. Cash withdrawals are not permitted.