



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST

Commercial Purchasing Card Policy June 2025



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1. Introduction

- 1.1 This policy sets out the Our Lady of Lourdes Catholic Multi-Academy Trust's terms of use for the Commercial Purchasing Cards.

2. Regularity

2.1. The Academy Trust Handbook sets out the definition of Regularity:

Dealing with income and expenditure in accordance with legislation, the funding agreement, the handbook, and the trust's internal procedures. This includes spending public money for the purposes intended by Parliament.

Examples (not exhaustive) of irregular expenditure are:

- 2.1. Any items bought for personal use
- 2.2. Alcohol
- 2.3. Gift cards, unless advance permission has been sought from the Central Finance Team
- 2.4. Gifts for staff, unless advance permission has been sought from the Central Finance Team (e.g. flowers, cards, chocolates, jewellery, gift cards).

3. Terms of Use

- 3.1. The commercial purchasing cards are used only when it is not possible to achieve best value through the purchase order system.
- 3.2. A standard card limit is agreed with each card holder.
- 3.3. Any increase on the limit will be temporary. Requests for a temporary increase must be submitted via email to central finance detailing value of increase and rationale. All increases must be approved by the Head of Finance or Chief Operating Officer.
- 3.4. Cards must only be used for official school business. Irregular card use will result in cards being deactivated, the card holder required to repay the irregular expenditure and face possible disciplinary action.
- 3.5. Purchasing cards **cannot** be used for withdrawing cash.
- 3.6. Cardholders are not permitted to collect loyalty points (e.g. Tesco Clubcard) whilst using the purchasing card, unless the loyalty card is in the name of the school.
- 3.7. The card must be kept securely and only used by the named cardholder. Card holders must comply with the card issuers terms and conditions.
- 3.8. The card holder must seek prior approval from the appropriate budget holder before using the purchasing card.
- 3.9. All purchases must be supported by a receipt. A valid VAT receipt should be requested where VAT is payable. As a minimum this should show the sellers name, address and VAT registration number, the date, items purchased the total gross cost and the VAT amount.

- 3.10. The card holder must set up secure access to the Commercial Card Data Management (CCDM) portal and undertake training on correctly administering this portal.
- 3.11. All transactions will be listed in the CCDM portal and card holders will receive an email to notify them to act. Card holders or their delegate must log in regularly to upload receipts to support transactions, provide description of purchases and code them to the appropriate nominal, cost centre, and VAT codes. VAT should be selected where it has been paid, only if supported by a valid VAT receipt – see 3.9. This must always be done for all transactions by the month end deadline. Failure to do so will result in the card deactivating.
- 3.12. Once the card holder has coded and uploaded receipts the purchases workflow through to the line manager to authorise in CCDM portal (usually Headteacher or budget partner in schools and budget partner or line manager in the central team). Authorisers will receive email notification of transactions to action, and these must be authorised by the month end deadline.
- 3.13. Central finance will spot check general coding and review all coding to central budget cost centre codes to confirm it is appropriate and approved by the budget holder.
- 3.14. Card balances are paid in full 14 days after the month end date.
- 3.15. When a card holder leaves the organisation, they should return the card to the Central Finance Team. They will destroy the card and deactivate the user accounts.
- 3.16. In the case of long-term absence Central Finance will usually deactivate the users card for the period of the leave.

4. Review of Policy

- 4.1. This policy is reviewed every two years by Our Lady of Lourdes Catholic Multi Academy Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.