



ORMISTON  
SIX VILLAGES  
ACADEMY



# CREDIT CARD ISSUE FORM

Approved by Principal: September 2016  
Date of Next Review: September 2017

# Credit Card Issue Form



Organisation Name: **Ormiston Academies Trust**

Cardholder Name:

Position:

I understand and agree that the Corporate Credit Card is issued to me on the express understanding that I will, at all times, comply with the following conditions.

## Use

1. The Corporate Credit Card is the property of Ormiston Academies Trust and is in my possession and under my strict control.
2. I will not permit the Card to be used by any person other than those expressly authorised by myself.
3. I will only use the Card for official purposes.
4. I will immediately report any unauthorized use of the Card to the bank and the Finance Team.
5. I will not use the Card to pay for expenses that have already been claimed (or will be claimed) by any form of allowance.

## Monthly Reconciliation

6. I will: Ensure that all transactions that appear on the monthly statement are verified by me. Ensure that sufficient supporting documentation is attached to the monthly credit card claim form when it is submitted for approval. Certify that goods or services paid for using the Card have actually been delivered or provided. Sign the monthly statement provided by the service provider to indicate that the transactions appearing on the statement have been made only for official purposes.

## Change in Card Holder Details

7. I will immediately advise the Finance Team of any change in my name or contact details.

## Upon Resignation or Dismissal

8. I will immediately return my Card to the Finance Team if I resign, or if my services as an employee of the organization are otherwise terminated, or if I am instructed to do so by the Executive Team.

## Lost or Stolen Cards

9. I will immediately report the loss or theft of my Card to the Bank and the Finance Team.

## Declaration

10. I confirm that I have access to only one Card.
11. I acknowledge that I have been briefed on all aspects of the operation and use of the Card.

X

\_\_\_\_\_  
Card Holder

X

\_\_\_\_\_  
Card Issuer