

Stratford Primary School: Policies

400 FUEL CARD POLICY

Introduction:

1. The Board agrees that it has a responsibility to ensure that fuel card expenditure incurred by the School must clearly be linked to the business of the School and the Group Mowing Scheme. The Board has agreed on the fundamental principles of this Policy, and has delegated responsibility for the implementation and monitoring of this Policy to the Principal.
2. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this policy.
3. This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

Process for Issue of Fuel Cards:

- Four fuel cards will be issued under the School name with the user details on the front. The Fuel card should only be used by the RTLit department, School Van, Caretaker/Groundsman and by the Representative for SGMS.
- The limits set for fuel cards use should not exceed the \$500 per cardholder, as set out in the Schedule of Delegations. Any variations require Board approval.
- Prior to the card being issued, the recipient must be given a copy of this policy and be required to sign it off to signify that they have read and understood it.

Procedures to be Followed when Using the Card:

1. The fuel card is not to be used for any personal expenditure.
2. The fuel card will only be used for:
 - a. Payment of actual and reasonable fuel and oil expenses incurred on School business;
or
 - b. Purchase of fuel and oil where prior authorisation from the Board is given through the budget.
3. All expenditure charged to the fuel card should be supported by:
 - a. A fuel card slip
 - b. A detailed invoice or receipt to confirm that the expenses are properly incurred on School business
4. The Fuel card statements should be certified by the cardholder as evidence of the validity of expenditure.
5. Authorisation for the expenditure should be obtained on a one-up basis (for example the Principal should authorise any expense by the Deputy Principal and the Board should authorise any travel by the Principal outside of the Professional Development Budget).
6. Cardholders are not allowed to approve their own expenditure outside of normal budgeted items.

Stratford Primary School: Policies

7. All purchases should be accounted for within 5 working days of receiving a fuel card statement.

Discretionary Benefits:

- Any benefits of the fuel card such as a membership reward programmes are only to be used for the benefit of the School. They should not be redeemed for personal use.

Cardholder Responsibilities:

- The cardholder should never allow other personnel to physically use the card.
- The cardholder must protect the pin number of the card.
- The cardholder must only purchase within the credit limit applicable to the card.
- The cardholder must notify the fuel card company and the school immediately if the card is lost or stolen.
- The cardholder must return the fuel card to the School upon ceasing employment there or at any time upon request by the Board.

Approval:

- When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the unanimous approval of the Board.
- As part of its approval the Board requires the Principal to make available this policy to all staff, and for a copy to be included in the School Policy Manual, copies of which shall be available to all staff. The School policy manual shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

On behalf of, and with the authority of the Stratford Primary School Board.

Signature Section for Prospective Cardholders:

- I have read and understood this policy and agree to abide by it.

Date: *27 February 2023*

Reviewed: 27 February 2023