



LOOE TOWN COUNCIL

DEBIT CARD USAGE POLICY

Introduction

In view of the increase of internet purchasing and the potential savings that online purchasing may offer, Looe Town Council may from time to time authorise the issue Debit or Credit Cards to employees for business use. This policy refers only to the issue and use of Debit Cards.

Policy Statement

The issue of a Bank Debit Card to an employee must be authorised by the Town Council's Finance and General Purposes Committee and be subject to financial limits in accordance with the Financial Regulations adopted by the Town Council.

The financial limit of each issued Bank Debit Card shall not exceed £500. Each employee who has a Debit Card issued to them shall be advised of their individual financial limit.

Each employee issued with a Bank Debit Card 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.

Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing and the Chair of the Finance and General Purposes Committee must be advised accordingly.

Cash withdrawals may only be made to top-up the Petty Cash Account and shall not be made for any other purpose. When making a cash withdrawal to top-up the Petty Cash Account, the cash withdrawal must be reconciled with the monthly Petty Cash Statement.

A Debit Card issued to an employee shall be used for business purposes only in conjunction with the employee's job role. It shall not be used for any non business transactions nor for any personal purchases. The card holder is responsible for obtaining and submitting to the Town Clerk / RFO receipts for all transactions. The transaction receipts shall be reconciled monthly with bank statements. In the event of any discrepancy, the Town Clerk / RFO and the Chair of the Finance and General Works Committee must be notified and an investigation initiated.

An issued Debit Card shall not be used by an employee to pay for business expenses (e.g. travel and accommodation). All expenses incurred by an employee must be submitted using an Expenses Claim Form which shall be duly authorised prior to any reimbursement being made.

In the event of an employee's termination of employment, the employee must return any issued Debit Card to the Town Council and the card must be destroyed. The issuing bank must be advised to cancel the Debit Card to prevent any unauthorised usage.

Adopted by Looe Town Council: xxxx