

Policy Rationale

The intention is the Debit Card is to more accurately track small expenses, so that, as far as possible, the time/effort/cost of reconciliation in MYOB is reduced.

Policy Aims

Ensure only authorised purchases are made and to track via the bank's electronic record, all purchases and who made such purchases. Staff will be required to provide finance officer with receipts of purchase otherwise they become personally liable for the expenses made.

Procedure - Program Budgets

- The Manager is responsible for the issuing of the Debit Card.
- Orders must be written out before the purchase of an item.
- Orders will be checked by the Manager to see if funds are available in the Debit Card.
- Only the Manager can authorise purchases via the Debit Card.

The authorised user of the Debit Card is still responsible for these orders and return of the receipts to the Manager.

The order book is located with the Manager.

The Debit Card together with receipts is to be returned to the Manager.

Failure to return receipts with the card will render the employee personally responsible for the purchase made and a deduction will be made against their next pay entitlement.

Procedure – Order Book – Receipts – Debit Card

- Staff member is to request order number from Manager for purchase with Debit Card
- The Manager is to ensure that the Debit Card has sufficient funds prior to giving card to the employee for use.
- The employee will sign the Debit Card record book as proof that they have been issued with the Debit Card and agree with its terms of use.
- Where the purchase is to be made via computer online sellers, the employee is to print off a copy of the order made and receipt return these to the Manager with the Debit Card.
- Where the purchase is to be made via a local store, the employee is to ensure they receive a receipt and return these to the Manager with the Debit Card.
- Failure of the employee to return receipts with the Debit Card will result in the employee being billed for the purchase against their next wage entitlement.
- The Manager will need to sign the receipt as proof that the employee has returned such.
- The Manager will counter sign the Debit Card record book as proof that the card and receipts have been returned.

Any equipment or resources acquired will need to be entered onto "Scheduler" and serial numbers recorded for insurance purposes. The *Equipment Record* form is to be filled out with model/serial numbers before invoice is paid.

Evaluation

This policy will be reviewed bi-annually