

Procurement Card Policy

The Lancaster School, Woodlands Infant and Nursery School & Birchwood Junior School



Introduction

The Governing Body recognises that it is ultimately responsible for the financial management of the school and has produced this policy document to help it fulfil those responsibilities.

The Governors will authorise card transaction limits as set out below and review on an annual basis.

Purchase Card Limits

Name	Single Transaction Limit	Monthly Credit Limit
Mr M Davies	£2,000	£10,000
Miss N Haughton	£500	£1,000
Miss J Bingwa	£500	£1,000

Headteacher

The Headteacher will:

- Have the sole use as cardholder
- Order products/services as required by the school

School Bursar

The School Bursar will:

- Act as the administrator for the procurement card to include transaction logs and monthly reconciliation. Code credit card purchases to the relevant account codes on Business World in a timely manner.

- Highlight any suspicious transactions
- Keep records of transactions and receipts and produce, if required, by external or internal auditors.
- Ensure monthly statements are audited by a Finance Governor to ensure it is used correctly and to identify irregularities

Policy considered and accepted at the Finance Committee Meeting 12th May 2025.

Signature Chair of Finance Committee

Date

Signature Chair of Governor

Date