***Amend as required to suit your specific needs***

* *Change the logo in the Header to your own*
* *Use the select all then replace all to amend the document for your NGB/Organisation*
* *If your NGB is an unincorporated organisation i.e. not a Company replace all reference to the Board of Directors with the name of your NGB governing committee e.g. Executive or Management Group*
* *If your NGB is a charity your governing group may be the Trustees or similar*
* *Replace text in* Blue *with the position or name of person specific to your organisation*

**Credit Card Policy**

## Introduction

The use of credit cards is a major convenience for (name of NGB), and for its Directors and employees, and can, if properly managed, contribute to easier and more secure accounting of expenses. To achieve these benefits the Credit Card Procedure has been put in place.

## Purpose

The purpose of this policy is to:

* ensure that organisational transactions are carried out as efficiently as possible through the use of credit cards and transaction cards as appropriate.
* guard against any possible abuse of organisational transaction cards.

## Policy *example – amend as required*

Transaction cards issued to (name of NGB), including those held in the name of any staff, volunteers or officers on behalf of the organisation, will only be used for those activities that are a direct consequence of the cardholders’ function within the organisation. Their use will be monitored according to the Procurement Card Procedure. Any use of the card inconsistent with this policy and related procedures will be grounds for dismissal.

## Authorisation

## Signature of Board

## Date of approval by the Board

## Name of Organisation

Review Date *at least every 2 years or sooner if changes occur*

**Credit Card Procedure**

1. Card Issue
   1. Credit cards may only be issued by (responsible person) to budget holders (*amend as necessary*) where their function and duties will be enhanced by the use of the card.
   2. Cards are issued on a temporary basis and remain the property of (name of NGB).
   3. Each card will be issued to a specific person, who will remain personally accountable for the use of the card, and the card holders must sign a declaration to this effect.
   4. Only the authorised signatory can use the card. Sharing of cards is prohibited.
   5. Card limits shall be set in line with delegated limits of authority
2. Cardholder’s responsibilities
   1. As a Cardholder you have been delegated purchasing authority within your delegated limits of Authority. You are responsible for ensuring that you try to get the best value for money for (name of NGB) without spending a disproportionate amount of time in doing it. Therefore, most ordering you will do will be over the telephone so it is important to be prepared.

* Know exactly what you want before you telephone and how you will describe it.
* First tell the supplier that you wish to pay by VISA if they do not accept credit cards then select an alternative procurement route (e.g. purchase order) or choose another supplier.
* Specify quantity.
* Ascertain the price per unit.
* Get the supplier to include all carriage charges and VAT *(delete if not VAT registered)* in the final price.
* Give a detailed delivery address.
* At the end of the process, check over the details of your order with the supplier.
* For suppliers who are unable to supply VAT details electronically obtain a VAT invoice/receipt preferably to be supplied with the goods or service. It is vital that you obtain a VAT receipt to enable Sport Wales to recover the VAT element of the invoice.
* Give the supplier your name and inform them that this must appear on both the delivery advice and the VAT invoice/receipt.
* Only tell the supplier your card number to authorise the purchase. If your card is lost or stolen report it **immediately** by telephone (insert telephone number).
* Contact the Card Administrator or the issuing bank immediately if you suspect your card is/has been used fraudulently.
* Please note however, that any fraudulent use of the card by the card holder will result in disciplinary action being taken.

# **Ordering Goods/Services via the Internet**

The Procurement card can be used for ordering goods over the Internet provided that the site is secure. The usual indicator of this is a key or padlock symbol at the bottom of the payment page.

Receiving and reconciling your monthly statement.

You will be notified that your credit card statement is available to review by (responsible person) on or around the first working day of the month detailing all purchases you have made during the period from the XXth of the month to XXth of the month.

Your role is to verify and code each transaction for the month and ensure you have a VAT receipt for each transaction where applicable. (delete if not VAT registered)

Once you have reconciled and coded your transactions, complete your monthly reconciliation sheet, and forward to your line manager together with any invoices for authorisation.

The statement and all supporting documentation should then be passed on to (responsible officer) for VAT to be recovered (*amend as necessary*).

If you have rejected any goods completely ensure that you tell the supplier, who will credit your credit card account. The credit will appear on your next statement.

If you find transactions which you cannot reconcile e.g. billed goods but not yet received contact the supplier then, if necessary (issuing card company) on telephone (enter number).

It is important that this process is carried out quickly at the month end (the credit card reconciliation sheet, individual statements and invoices should be returned to (responsible person) by the Xth day of the month following the statement date for processing).

Please note also that it is the Line Manager’s responsibility to verify that the transactions procured by the card holder are for business purposes.

Allocating spend to budgets

Verify and code transactions with the appropriate budget code. Expenditure can also be split across cost centres and account codes if required. ***You should not, however, allocate expenditure to any other budget other than your own without the prior approval of that budget holder.***

Importance of getting VAT receipts *(delete as necessary)*

It is extremely important for Cardholders to ensure they obtain a valid VAT receipt from the supplier so that Sport Wales can reclaim the VAT element of a purchase. Failure to get the correct VAT receipt will result in your budget being debited for the full inclusive cost of the purchase and overall Sport Wales will incur additional cost.

Procurement Card Administration

Procurement cards are issued at the discretion of (name of NGB) to qualifying employees/volunteers.

(Name of NGB) can suspend or withdraw any Cardholder’s credit card at any time.

The Credit Card Administrator, (responsible person), is available to help you with any specific queries you may encounter when using your Procurement Card.

Failure to follow these procedures may result in the card being withdrawn.

Relationship to Other Procedures.

The Credit Card Procedure will be implemented in conjunction with the other governance and financial policies and procedures of (name of NGB), *(amend as necessary):*

* Purchasing Procedure**\***
* Financial Delegations of Authority**\***

Review of Procedure

This procedure will be reviewed in outline by the Chief Executive Officer/ Finance Director (*amend as necessary)* and will be reviewed in detail every two years or more frequently if appropriate due to changes in circumstances. Changes to the procedure will be recommended by the Finance Committee (*amend as necessary)* to the Board)

Issue date:

Review date:

Version:

Responsible:

**\***Templates may be found on WSA website