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GLEBE PRIMARY SCHOOL UNITED LEARNING ACADEMY

Credit Card Policy Spring 2024-2026

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New Review: Spring 2026

Approved by the Local Governing Board on 23rd April 2024

Signed by: Mr. James Dempster
Position: Chair of the Local Governing Body



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United Learning – Company Credit Card Policy

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1. Scope

- 1.1 The policy and procedure set out in this document applies to all Trustees and Governors, and to all staff employed by United Church Schools Trust (“UCST”) and United Learning Trust (“ULT”) including teaching, non-teaching, fixed-term, part-time, full-time, permanent and temporary staff. The two companies (UCST and ULT) are referred to in this policy as ‘United Learning.’
- 1.2 The scope of this document is to ensure that employees are aware of their requirements regarding use of a company credit card. In light of the charitable status of the organisation and its commitments around regularity, propriety, compliance and Value for Money, the procedures in this document are mandatory and non-compliance may lead to disciplinary action.
- 1.3 The aforementioned principles must be taken into account before the issue of any company credit card.
- 1.4 Company credit cards are issued for business purposes only and no personal purchases are allowed under any circumstances. Purchases must be made on a value for money basis and must be wholly incurred to benefit United Learning.
- 1.5 The issue of company credit cards should be kept to a minimum, issued only where there is a significant business need, and all holders must comply with this policy which is available on the Hub Policy Portal.

2. Implementation

- 2.1 The requirements of this Policy must be implemented from February 2024.

3. Application

- 3.1 A company credit card will only be issued on completion of the application form available on United Hub [Here](#). The application must include a full justification of the purpose and necessity of the company credit card. The applicant must be given a copy of this policy and sign the Statement of Responsibility in Appendix 1. This statement must be completed and emailed with the attached application form prior to authorisation and submission. The form must be authorised by the Head for all school card holders, by the Regional Director for Heads’ cards and in central office by the Executive budget holder, together with the Chief Financial Officer.

4. Guidelines

- 4.1 The company credit card will be issued together with the Barclaycard’s standard terms and conditions. The United Learning guidelines below must also be adhered to:
- The card, and the spending on the card, is the responsibility of the named card holder.
 - The PIN, which will be supplied by Barclaycard, must not be shared with anyone else including another member of United Learning staff. A PIN Sentry device will also be issued by the bank for to allow for multi factor authentication, this must not be shared and stored securely.
 - The card must not be used by anyone else to purchase any item even if it is for a business requirement.
 - The card must not be used for personal purposes.



- The card must only be used to purchase gifts or rewards in line with the giving of gifts policy.

5. Purchasing Goods or Services and Business-related expenses

- 5.1 For the purchase of goods or services, please follow the processes set out in United Learning's [Procurement Policy](#).
- 5.2 For all business related expenses, including accommodation and travel bookings, please ensure that United Learning's [Expenses Policy](#) has been adhered to.
- 5.3 The Focal Point purchase ordering process should be adhered to for all non-travel related credit card transactions, see process notes [Here](#).

6. Processing credit card statements

- 6.1 Credit card statement transactions are automatically uploaded to FocalPoint on a monthly basis (2nd or 3rd working day of the month).
- 6.2 Credit cards transactions need to then be manually coded on FocalPoint, with the supporting documentation uploaded, by the 15th of the month. See process notes [Here](#). Once successfully uploaded, an email notification will be sent to your line manager for them to review and approve your credit card transactions on FocalPoint.

It is the budget holder's responsibility to monitor credit card transactions as part of their monthly financial budgetary control processes and ensure timely submissions of claims to ensure budget forecasting is not distorted.

7. Credit card limits

- 7.1 All credit card limit change requests, temporary or permanent, must be emailed to your Finance Business Partner, copying creditcard@unitedlearning.org.uk, 2-3 working days prior to the requirement. Requests must detail the amount required, the reason for the request, if temporary for what period the increase is required, and whether a change to the single transaction limit is also required.
- 7.2 Finance Business Partners can approve temporary increases up to £1,000. Any requests above this amount must be approved by the Director of Finance - Academies, the Director of Finance - Independents or the Chief Financial Officer.
- 7.3 For temporary limit increases the available spend reverts back to the original limit on the first day of the month.

8. Lost or stolen card

- 8.1 If your credit card is lost or stolen you must immediately contact Barclaycard Cardholder Customer Services on 0800 008 008 and email creditcard@unitedlearning.org.uk. If the card is later found, it must be destroyed by cutting up into small pieces.
- 8.2 If you suspect a fraudulent transaction on your account, immediately contact the Barclaycard Fraud Team on 0800 206 1974, who will be able to assist.

9. Leavers

9.1 Line Managers must ensure that any leavers return company credit cards prior to leaving, email creditcard@unitedlearning.org.uk who will notify Barclaycard to cancel the card, and then destroy the card. Any misuse of a credit card by leavers incurred after their leaving date will also deem the line manager accountable.

10. Existing Company Credit Card Users

10.1 Existing company credit card users should carefully read the terms set out in this policy statement. If any user is unable to accept these conditions or no longer has a business requirement for a credit card, they should return their company credit card to their line manager for return to the Chief Financial Officer.

11. Disciplinary Action

11.1 The company's disciplinary procedure has been devised to protect United Learning and all its colleagues in the event that company credit card policy is not adhered too. Failure to comply with the company credit card policy or any other United Learning policy will result in the use of the disciplinary procedure which could lead to the withdrawal of the service or, in the worst-case dismissal.



UNITED LEARNING COMPANY CREDIT (CARDHOLDER) STATEMENT OF RESPONSIBILITY

CARDHOLDER NAME: _____
POSITION /TITLE: _____
DEPARTMENT: _____
SCHOOL: _____

Approval has been granted to issue you with a United Learning credit card. This card has been issued on the express condition that you will, at all times, comply with the requirements stipulated below.

Important Note - Staff issued with a company credit card are in a position of trust with regards to the use of charity funds. All expenditure charged to your credit card is subject to examination and approval by a delegated officer to ensure its appropriateness and compliance with the policy conditions, as outlined within the United Learning Company Credit Card Policy. Improper use of that trust will result in your card being withdrawn and may render you liable to disciplinary and possible legal action.

I understand and agree that:

- My credit card is only to be used for official business purposes and should inappropriate expenditure occur, the value of that expenditure may be recovered from myself.
- My credit card is only to be used by the person whose name appears on the card.
- I am personally responsible and accountable for the safe keeping of the card.
- In the event that my card is lost or stolen, I will report the loss immediately to Barclaycard Cardholder Customer Services on **0800 008 008** / email: creditcard@unitedlearning.org.uk
- Any PIN issued with the card must not be disclosed or carried with the card.
- Credit cards transactions need to be coded on FocalPoint, and the supporting documentation uploaded, by the 15th of each month. I will certify that all charges shown are correct and were incurred for official purposes. I also understand that repeated failure to properly submit monthly transactions in a timely fashion may result in my credit card being cancelled.
- I understand that the relevant and appropriate VAT receipt must support all expenses. If receipts are not available, i.e. car park tickets booked online/by phone I will state this clearly on the claim description. Line Managers may approve missing receipts up to a value of £20 per claim.
- I will not exceed credit limits.
- In the event of my employment coming to an end I will immediately return the credit card and ensure the credit card account is properly submitted on FocalPoint.

I acknowledge that I have read and understand the conditions set out above and that I will, at all times, comply with the stipulated requirements.

Signature of Cardholder: _____

Name (Printed): _____

Date: _____

