



Document Control

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Sunbeam House Services Policy Document	Title: Credit Card Policy – Use of Company Credit Cards
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1.0 POLICY:

Sunbeam House Services (SHS) company credit card policy is written with regard to setting out the best practice in dealing with company’s credit card.

2.0 SCOPE:

This Policy applies to all staff employed by Sunbeam House Services , Its Board and Agents.

3.0 ROLES & RESPONSIBILITIES:

All staff working in SHS are responsible for complying with this policy. It is responsibility of the Senior Management Team to ensure that this policy is enforced.

4.0 CREDIT CARD TRANSACTIONS:

Company Credit Cards are available in order to conduct appropriate transactions on behalf of the company. Strict guidelines must be observed. A company credit card can only be used with the permission of the General Manager or the Managing Director.

Under no circumstances can any staff retain any credit card details with a view to conducting future unauthorised transactions.

Credit Card details cannot be passed on to other parties with a view to conducting card transactions on behalf of Sunbeam House Services.

If staff have any concerns or queries, they must contact Sunbeam House Services Accounts Department immediately.

All requests to use company credit cards other than use by the Card holder personally must

- Be supported by a completed Payment Request Form, duly signed by the relevant Senior Manager / Client Services Manager as appropriate. This form must then be signed by the Card Holder
- Give full details of the nature and amount of the transaction
- If the transaction concerns a client holiday, then all appropriate approval documentation must already have been submitted before the credit card is used

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- Where internet sites are used (On-line transactions) the staff must immediately print out a clear record of the transaction and supply this to the Card holder for signature / approval
- Credit card transactions can only be entered into when the Card holder is in the proximity to view / supervise the transaction. Only a Client Service Manager or a staff member authorised by a Client Service Manager or a Senior Manager or a member of the Accounts team can complete a credit card transaction

Where a transaction is being conducted by the card holder personally, then appropriate receipts must be obtained and presented with the credit card statement within one month of the date of issue of that statement. If appropriate documentation is not available for a particular transaction, then a note of explanation must be attached to the statement and signed off by both credit card holders.

The credit card statement in relation to the card held by the General Manager must be approved by the Managing Director and the card held by the Managing Director must be approved by the Chairman of the Board of SHS.

Misuse of the company credit card will constitute a serious breach of policy and may result in disciplinary action.