

Butlers Marston Parish Council

Debit Card Policy

Introduction

In view of the increase of internet purchasing due to the potential savings that online purchasing may offer and the requirements of maintaining operations, Butlers Marston Parish Council may authorise the issue of debit cards to employees and councillors for business use only.

Process for the use of the debit card

The following procedures apply for the use of the debit card:

1. All debit card purchases must be for the Parish Council and no personal purchases can be made.
2. Use of the Council's debit card is limited to occasions when it is not possible or practical to pay by BACS.
3. The Parish Council's card will be charged to the Parish Council's main bank account.
4. The Clerk should place all orders but the use of the debit card must be authorised by the Chairman/Vice Chairman of Council before the purchase is made. Each purchase is to be backed up by a receipt or internet confirmation of payment.
5. Only secure websites must be used to make purchases.
6. If any purchases contain any charges for VAT; a proper VAT receipt or invoice should be obtained.
7. Each purchase must follow the normal purchasing procedure

Security of the Procurement Card

- The safety of the card and PIN will be the responsibility of the Clerk
- The PIN notification should be destroyed immediately following receipt and after memorisation.
- The card number will not be disclosed to any third party except for the purpose of a card transaction or to report the loss or theft of the card.