

# Healeyfield Parish Council

*Serving Castleside and District*



*Striving to keep our community thriving*

## **DEBIT CARD USE PROCEDURE**

1. The parish council holds one debit card which is predominantly used for internet purchases where payment by debit card is requested opposed to payment via invoice, also to include over the counter purchases i.e., Stamps
2. The debit card will be held by RFO who will be responsible for making all purchases with the debit card on behalf of the parish council. The debit card is to be used only for authorised parish council business purchases.
3. An authorisation slip should be completed for every transaction, to be checked against the entries on the statement, recorded in the relevant month's reconciliations and signed at the next available parish council meeting.
4. The maximum purchase amount for any individual item made by the RFO, prior to requiring authorisation by the parish council directly, is £50. Any expenditure above this amount will require prior consent from the Chairman, up to the amount of £500. Any amount exceeding this sum will require prior authorisation at a parish council meeting and minuted.
5. Should the card be lost or stolen it should be reported to the issuing bank immediately. Should fraud or misuse of the card be suspected, the bank and police will be informed immediately.

Review Date: November 2022

Chairman:

Next Review Date: November 2025