

MANOR PARISH

DEBIT CARD USAGE POLICY



1. Authorised Usage and Security

- **Designated Users:** Only the staff member or authorised volunteer named on the debit card should hold and use the said card.
- **Security Responsibility:** The cardholder is responsible for keeping the card secure, with PINs and card details never written down or shared.
- **No Personal Use:** The card must strictly be used for business-related expenses. Personal expenses are strictly prohibited.
- **Card Sharing:** Cards should not be passed onto or used by any other person.

2. Purchase Procedures

- **Spending Limits:** Up to £75 per day can be spent on routine expenditure. For any unusual or unexpected non-routine expenditure permission should be sought before purchasing in accordance with the General Principles of the Manor Parish Expenses and Expenditure Policy.
- **Approved Vendors:** Purchases should be made from ethical suppliers wherever possible and should represent best value for money, prioritising secure online sites (HTTPS).
- **Transaction Documentation:** Every purchase must have a corresponding itemised receipt or invoice submitted to the treasurer within 5 days.

3. Financial Controls

- **Expenditure:** Expenditure using the debit card should be in accordance with the Manor Parish Expenses and Expenditure Policy.
- **Receipt Submission:** Staff and Volunteers who use a debit card must submit receipts within 5 days from the date of the purchase to ensure accurate bookkeeping.
- **Misuse Consequences:** Unauthorised use, or failure to produce receipts, may be treated as a disciplinary offence, resulting in the removal of purchasing privileges.
- **Reconciliation:** Sheffield Manor Parish will conduct regular reviews of all debit card transactions to ensure they match bank statements.