



"Great oaks from
little acorns grow"

Park National School,
Park, Youghal, Co. Cork.

Tel: 024 97282

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www.parkns.ie

Uimhir Rolla: 17794L

Credit Card Policy

Approved by Board of Management: Park NS

Next policy review date: as appropriate

1. Policy objective

The board of management is required to layout a policy that sets out the limit, terms and conditions and procedures governing the issue, use, administration and retention of the school credit card.

2. Scope

This policy statement applies to all personnel authorised to use a credit card at Park National School who come under the control of the board of management.

3. Approval required for the use of a school card credit

- a) Approval has been obtained from the board of management for the use of a credit card by the school. This approval was included in the minutes of the board meeting 19-3-26.
- b) Approval has been obtained from the Diocese of Cloyne [date] and record of this is kept on file.

4. Responsibility:

- a) The Principal is the only person that should have a school credit card.

- b) The Principal is responsible for the safe custody of the card and the security of the card information.
- c) The Principal is responsible at all times for the proper use of the credit card in line with the policy.
- d) The Principal is responsible for managing the required security controls as set out by the bank and must keep secure any applications or security keys issued for credit card use.
- e) A written record of PIN numbers must not be kept and PIN numbers should be changed regularly (e.g. every six months).
- f) If a credit card is lost, the cardholder must:
 - I. Contact Allied Irish Bank immediately. A 24-hour service is provided for this purpose – telephone number 01-7712424, quoting card number
 - II. Inform the Garda Síochána if loss is a result of theft and obtain a crime reference number

5. Credit card limit:

The credit card limit is set at € 5000-00. This limit should not be exceeded.

6. Terms and conditions of use

- a) The card must only be used for bona fide school purposes where the expenditure requirement cannot be met through the school's existing financial systems and services.
- b) A credit card payment is subject to the same rules as a cheque payment or electronic payment, i.e., there must be two approvers. This is achieved by implementing the following process.
- c) Once the monthly credit card statement is received, the supporting invoices/receipts should be attached to the statement. The [treasurer/Principal*] and the chairperson of the board of management must sign the monthly credit card statement before payment is approved.
- d) The credit card statement must be supported with proper receipts for all expenditure, copies of credit card machine receipts alone are insufficient.
- e) Strong Customer Authentication (SCA) requires that when making a purchase online you will be asked to confirm the purchase on the banking app. **SCA must be in place for credit card transactions.**
- f) The credit card must not be used to withdraw cash.
- g) The credit card must not be used for personal use.
- h) Contactless payments should not be made with a credit card.

- i) The credit card should not be used where other forms of payments are accepted i.e. cheque, EFT.

*Treasurer in primary schools, Principal in post primary schools.

- If from time to time any expense issue arises which is not covered by these guidelines, the Principal should bring the matter to the attention of the Chairperson who will decide what response is appropriate.

7. Contacts:

For questions about this policy, contact the board of management or principal at 024-97282.

8. Policy Review:

This policy will be reviewed and updated where necessary.

Adopted by board of management on 19-3-26.

Signed by the Chair on behalf of the board of Management

Pat Curran.

Note:

This document is issued by the FSSU to encourage and facilitate the better administration and management of schools, as part of a suite of guidance, intended to provide support to boards of management, by putting in place systems, processes and policies which ensure schools are managed in an effective, efficient, accountable and transparent way.

This document is not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice. This document is not a substitute for professional advice from an appropriately qualified source. The FSSU recommends that board of management consult their governing document or obtain their own independent legal advice where necessary. The FSSU accepts no responsibility or liability for any errors, inaccuracies or omissions in this document.



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Application form for the use of a credit card by a school

School roll number: 17794L

School name: Park NS

School Address: Park Youghal Co Cork

The board of management of Park NS (school name), are seeking approval from the
Cloyne Diocesis (Department of Education and Youth, or name of
trustee/patron body) to apply to the financial institution AIB (enter name of
bank) for a credit card to be used by the school.

Signed: Pat Curran

Date: 19-3-26

Chairperson of the board of management

For patron/trustee:

Approval for application for a credit card has been approved. Compliance with the provisions of FSSU
Guideline P20 - 2025/2026 is mandatory.

Signed: _____

Date: _____

*(If approval is given by the patron/trustee/Department of Education and Youth for a school
credit card, this application form should be signed and returned to the school).*

