



Debit and Fuel Card Policy

Adopted 05/02/2018

Version:	Date Approved:	Review Date:
1.0	05/02/2018	31/05/2020
2.0	20/01/2020	31/05/2023

1. Introduction

- 1.1 Pembury Parish Council has agreed to adopt this Policy at its Finance & HR Committee meeting held on 20/01/2020 and has recorded the decision under Minute FHR19/33d.
- 1.2 Pembury Parish Council will consider renewing this Policy at regular intervals.

2. Card-holders

- 2.1 Debit cards will be issued to the Clerk and Deputy Clerk for approved Council expenditure only.
- 2.2 Debit cards are issued to named employees for their use only and no other individual may use the debit card.
- 2.3 Fuel cards will be issued to the Head Groundsman and Deputy Groundsman for fuel for the Council's vehicles and machinery only.
- 2.4 Each employee issued with a debit card or fuel card is solely responsible for its safe keeping. PIN numbers will only be issued to the card holder and must be kept confidential.
- 2.5 Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing. The RFO must be informed of any loss immediately. The RFO will inform the Chair of the Finance & HR Committee of the loss and any actions taken.

3. Spending Procedures – debit cards

- 3.1 Debit cards can be used by approved officers for:
 - In store purchases;
 - On-line purchases;
 - Telephone purchases;
 - ATM withdrawals to top up the petty cash tin.
- 3.2 Debit cards can be used up to the value of £200 for spending under the Clerk's delegated powers for Council expenditure.
- 3.3 Debit cards can be used for purchases over £200 as approved by resolution of the Council.

- 3.4 Receipts or invoices must be kept for every debit card transaction for approval by the RFO. The card holder is responsible for obtaining and submitting receipts and/or invoices for all transactions.
- 3.5 All expenditure will be reported to the next Council meeting and receipts or invoices produced for inspection by Councillors.

4. Spending Procedures – Fuel Cards

- 4.1 Fuel cards can be used by approved staff for the purchase of fuel for Council vehicles and equipment only. It cannot be used for any other vehicle or in lieu of other spending incurred by any other person.
- 4.2 All expenditure will be reported to the next Council meeting and receipts or invoices produced for inspection by Councillors.

5. Fraudulent or Misuse of a Debit or Fuel Card

- 5.1 If the cardholder misuses the debit or fuel card or fraudulently uses the card, this may result in disciplinary action being taken against them.