

Debit Card Usage Policy

Policy Statement

1. The issue of a debit card to an employee must be authorised by the Parish Council and be subject to financial limits in accordance with the Financial Regulations adopted by the Parish Council.
2. Any employee issued with a debit card is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. In particular, PIN numbers will only be issued to the card holder and must be kept confidential as must the card security number. Any lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing. The Chairman of the Council (or Finance Committee as appropriate) must be advised accordingly
3. A debit card issued to an employee shall be used for business purposes only. The card holder is responsible for obtaining and submitting to the RFO receipts for all transactions. The transaction receipts shall be reconciled monthly with bank statements. In the event of any discrepancy the RFO, The Chairman of the Council (or Finance Committee as appropriate) must be advised accordingly investigation initiated
4. In the event of an employee's termination of employment, the employee must return any issued cards to the Parish Council and the card must be destroyed. The issuing bank must be advised to cancel the card to prevent any unauthorised usage