



## Howden Town Council

### Debit Card Policy

#### **Introduction**

In view of the increase of internet purchasing due to the potential savings online purchasing can offer, Howden Town Council will authorise the issue of a debit card to the Responsible Finance Officer for business use only. This policy refers only to the issue and use of the Howden Town Council debit card.

#### **Policy**

##### **Issuing:**

The issue of a Council debit card must be authorised by the Council and card issues to the Responsible Finance Officer for their use only and no other individual may use the debit card.

The employee is solely responsible for its safe keeping and usage and for ensuring the card is not used by others. The card security number must be kept confidential as must any PIN number issued. Lost or stolen cards must be reported to the issuing bank immediately upon discovery the card is missing and the Town Council informed.

In the event of termination of employment, the employee must return any issued debit card to the Council and the card destroyed. The issuing bank must be advised to cancel the debit card to prevent any unauthorised usage.

##### **Usage:**

Cash withdrawals are not permitted under any circumstance.

A debit card issued to an employee shall be used for business purposes only and in conjunction with the role. It shall not be used for any non-business transactions nor for any personal purchases.

##### **Reconciliation and Inspection:**

Every debit card transaction must be entered by the cardholder in the next available payment schedule and noted in the monthly finance report. Receipts/invoices for all purchases must be included.

The transaction receipts/invoices shall be reconciled monthly with the bank statement.

The cardholder is responsible for obtaining and submitting receipts/invoices for all transactions. Failure to produce transaction receipts may result in the cardholder being held liable for the sum of said transaction (s).

##### **Fraudulent Use or Misuse of a Debit Card:**



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

This document and guidance should be read in conjunction with adopted Financial Regulations and Standing Orders.