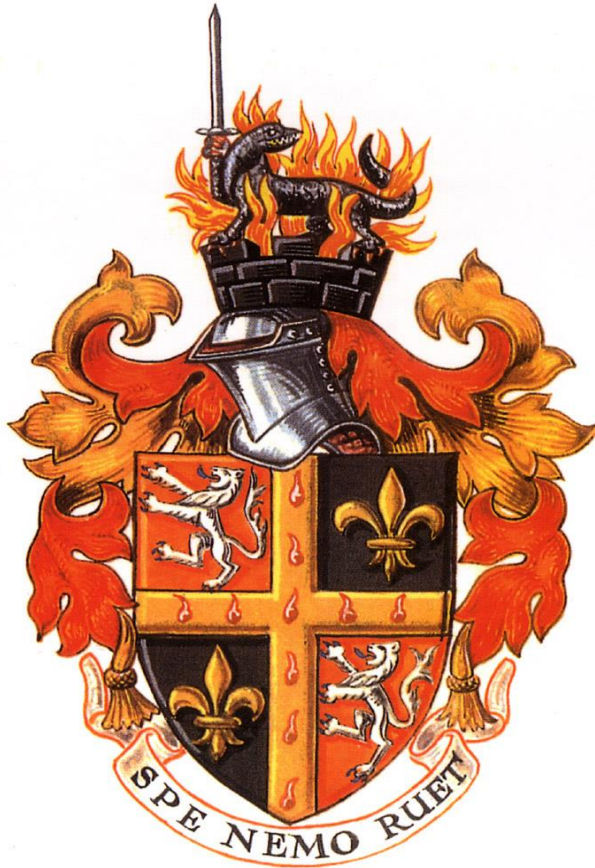


SPENNYMOOR TOWN COUNCIL



DEBIT CARD USE PROCEDURE

Author of Policy:	Town Clerk
Date Effective From:	26 th October 2021
Policy Review: When & By Whom	Constitution Working Group – 5 th October 2021
Next Review:	September 2023
Version Control:	V4

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website www.spennymoor-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per the model publication scheme.

Debit Card Use Procedure

1. The Town Council holds one debit card which is predominantly used for internet purchases where payment by debit card is requested opposed to payment via invoice.
2. The debit card will be held by the Town Clerk who will be responsible for making all purchases with the debit card on behalf of the Town Council. The debit card is to be used only for authorised Town Council business purchases.
3. Before making a purchase with the debit card, a Purchase Order should be completed.
4. When the debit card statement is received the Purchase Orders are to be checked against the entries on the statement.
5. The maximum purchase amount for any individual item, prior to requiring authorisation by the Council directly (or a Standing Committee decision ratified by Council) is £2500.
6. In the event of an emergency/disaster situation i.e. an event which renders the Town Hall unusable, the Town Clerk shall have authority to undertake spends above £2500, consulting with the Chairman of the Policy and Resources Committee and all relevant Lead Members where possible.