

# Middlesex Primary School



## Government Procurement Card Pack



- Key facts detailing card number(s), limit(s) and staff details
- Roles and responsibilities
- Delegation mandate
- List of items in pack signed by Governing Body Finance Committee
- Copy of GPC Organisation application form
- Copy of GPC Cardholder application form
- Permission to spend form
- Transaction record
- Governing Body Meeting xx/xx/xx minutes
- School Finance Policy
- LA Regulations and User Guidance
- Direct Debit confirmation from A Bank

## Key Facts

Expenditure limit:	£1,000 per month
Card No.	1234 5678 1234 5678
GPC Operator:	G Ramsay – School Bursar
GPC Authoriser:	J Voight – Headteacher
GPC Administrator:	J Voight – Headteacher & D Day Deputy Headteacher
GPC Cardholder:	P Kendal – Administration Officer G Ramsay – School Bursar

# Roles and Responsibilities

**GPC Operator: G Ramsay – School Bursar**

Deals with statements, reconciliation and payment processing. Ensures all purchases have been pre-ordered and authorised by the correct budget holder. Administers the account by telephone and deals with correspondence.

**GPC Authoriser: J Voight – Headteacher**

Administers the account and all transactions (purchase orders). Authorises the monthly direct debit payment from the bank account statement. Nominates the Cardholder.

**GPC Administrator: J Voight – Headteacher  
& D Day Deputy Headteacher**

Signatories for monthly direct debit payment from the bank account statement.  
Signatories to the original application and direct debit mandate

**GPC Cardholder (1): Kendal – Administration Officer**  
**GPC Cardholder (2): G Ramsay – School Bursar**

Named cardholders for payment processing only. Cards to remain on school premises in the cash safe except by express authority of the card administrator.

## Delegation Mandate

Superb School Governing Body have delegated the following responsibilities:

1. Authorisation of Purchase Orders
2. Authorisation of Invoices for payment
3. Authorisation of Virements up to the value of ..... (as stated in Finance Policy)
4. Signing of cheques on a day to day basis
5. Authorisation of absence records
6. Authorisation of timesheets / sickness
7. Authorisation Lunchtime Supervision
8. Authorisation Overtime
9. Authorisation Payroll/Bank Reconciliations
10. GPC Operator – Administrator of GPC
11. GPC cardholder – limit £1,000 maximum
12. GPC Authoriser – Authoriser of transactions
13. GPC Administrator – Administration of accounts

Name	Job title	Signature	Delegated Responsibility
J Voight	Head Teacher		1,2,3,4,5,6,7,8,9,12,13
D Day	Deputy Head Teacher		1,2,4,5,6,7,8,9,13
M Jackson	Assistant Head Teacher		1,2,4,5,6,7,8
S Stevens	Senior Leadership Team		4
G Cooper	Line Manager		6, 7
G Ramsay	School Bursar		1,2,10,11
P Kendal	Administration Officer		11

SIGNED.....CHAIR OF GOVERNORS

DATE.....

Minuted at the meeting dated .....

1. Delegation mandate, agreed, signed and minuted at meeting of Governing Body 5<sup>th</sup> November 2011.
2. Copy of GPC Organisation application form.
3. Permission to spend form (Appendix 6 of regulations)
4. Cardholder application form.
5. Finance Committee meeting minutes.
6. Any other paperwork.

Finance Committee:

Signature

K Dimond -	Chair of Governors	.....
B Langan -	Parent Governor	.....
A Smith -	Parent Governor	.....
J Voight -	Headteacher	.....

Dated: .....

Copy GPC Organisation application form

Copy GPC Cardholder application form

**PURCHASE CARD**

**PERMISSION TO SPEND FORM**

This form is required to be authorised before any expenditure on behalf of the school is undertaken by a member of staff.

STAFF NAME.....

REASON FOR EXPENDITURE.....

.....

.....

.....

ESTIMATED COST £.....

If at the point of purchase the actual cost is more than 5% of the estimated price then the purchase will not be made. A new Permission to Spend should be completed with a more accurate spend.

AUTHORISED.....HEADTEACHER

DATE.....



## Transaction Record

(Appendix3)

Name .....Department .....

Date – log start ..... log finish .....

Transact Date / Ref	Supplier Name	Description of Goods / Services	Cost Centre code	Date Goods Rec'd	Total Value £*	VAT £	Net Value £	Attachments Del Note (1) VAT Invoice if required (2)
				<b>Monthly total</b>				

\*Record in the Total Value field the gross amount of the purchase (includes VAT)

Cardholder's Name.....	Cardholder's Signature .....
Date.....	
<p>I certify that the transactions summarised above have been incurred as part of the School's business and are chargeable to the cost centre codes shown.</p>	
Authorising Person's Name ..... Signature..... Date .....	

Governing Body Meeting xx/xx/xx minutes

## School Finance Policy

The following wording has been added under the banking arrangements heading:

Use of the Government Procurement Card is permitted subject to the London Borough of Hillingdon's 'Regulations and User Guidance' which has been adopted.

## LBH GPC Regulations and User Guidance

(See Google Site for up to date version)

Direct Debit confirmation from A Bank