

MATA Policy - Authorised use of bank cards

Business debit cards are issued to authorised users to facilitate the purchase of goods and service for the work of the charity. These enable expenditure from a business current account, with payments being deducted immediately from the account.

Spending is limited to the funds available in that account and transactions are evident in frequent checking of bank account status online.

Each volunteer to whom a debit card is issued is authorised to make payments of up to £1000 (equal to the value of the single signatory cheque permission). All anticipated expenditure by debit card must be notified to the Treasurer, or at the latest asap after the transaction has been completed. Receipts or printed invoiced must be submitted to the Treasurer for each use of a card.

Each person in possession of a debit card is responsible for keeping card details confidential to prevent any fraud being committed as a result of their negligence.