## Catholic Diocese of Portsmouth

## Finance Team

# Information Sheet

### Completing a Credit Card Return (No: 0001)

Introduction

This information sheet provides the steps necessary to complete a credit card return in accordance with diocesan processes. If you need further information you can contact Keith Harvey on 0234 216465 or at kharvey@portsmouthdiocese.org.uk.

Important Note

1. Before using a credit card all users must have read the credit card policy and signed the Credit Card Acceptance Form.
2. Credit card holders must ensure that credit card details are known by them only and the card is securely stored.
3. If credit card details are revealed to anyone apart from user named on credit card inform finance immediately for card to be cancelled and reissued.
4. Credit Card Purchases must be wholly and exclusively for Business Purposes.
5. Never withdraw cash using the company credit card.

Process

1. Review Monthly credit card statement.
2. Complete the Credit card log for all transactions.

 For each transaction record:

* Transaction date
* Description of Purchase
* Supplier Name
* Budget Codes to which the cost should be applied.
* Amount
1. Unrecognised transactions - mark as "in Dispute" and include date reported.
2. Attach / Scan Invoices, Receipts (numbered) to the Credit Card Log.
3. Submit credit card log to your Budget Holder for approval **by 5th of month**.
4. Budget holder must email Credit Card Log to accounts@protsmouthdiocese.org.uk **by 7th of the month**, confirming their approval in the body of the email.

*NB\* Failure to submit return or keep receipts will result in credit card facility being removed.*

Special Note - Identify Fraudulent Transactions

If there is unrecognised transactions credit card holder must contact the finance team immediately to initiate the dispute process and block the card.