



TRADE CARD USAGE
TERMS & CONDITIONS

1. General Usage

Trade cards are issued by the RFO to authorised personnel and they are responsible for, and must comply with the following:

- Once cards are issued to the staff member, they become their responsibility and must be kept securely to ensure that other persons are unable to have access to the card.
- PIN numbers, if applicable, must be kept separately to the card and again the staff member is responsible for the confidentiality and security of this.
- PIN numbers and/or cards must not, under any circumstances, be given to any other person, including members of staff. The only exception to this will be in cases when the card has been requested by the Town Clerk or RFO in which case only the card must be given but the PIN number must remain confidential. The card must immediately be returned upon such a request.

2. Lost & Stolen Cards & PIN Numbers

Card holding members of staff are responsible for immediately reporting any suspicions of misuse and loss or theft of any card or PIN number. Such reports must be made immediately and directly to The Town Clerk or RFO.

Fuel Cards

- In the event of the absence of the Town Clerk or RFO, lost and stolen fuel cards must be immediately reported directly to the card provider. You will need to provide your name as it appears on the card together with the full card number on the front of the card. The Town Clerk or RFO must also be advised of this action.

3. Reporting Expenditures/ Weekly Returns.

Trade Card

- Trade card holding members must retain all receipts and report to the Administration Section on a Monday morning. Non activity must also be reported on this basis and receipts must be lodged to cover all expenditures.

4. Failure To Comply

The cards remain the property of Patchway Town Council and, as previously advised, authorised members of staff issued with cards and PIN numbers are responsible for them and must adhere to the above conditions of use. Failure to comply with the above conditions, will lead to disciplinary proceedings being taken and the staff member may be held accountable to cover the cost of any loss due to misuse and/or non-compliance.

By signing this document, you are accepting the above terms and conditions of usage:

Signature

Name Date

Date Adopted: 4th May 2021

Review Date: May 2022