



# Finance Policy for Pre-Paid Cards

Updated March 2026  
Next review due March 2027

## 1. Introduction

This policy outlines the use and management of pre-paid cards issued to authorised team members for the purpose of making legitimate business-related purchases. By using the company pre-paid card, you acknowledge and agree to adhere to the terms of this policy.

## 2. Pre-Paid Card Holders

The Operations Director retains a record of current card holders.

## 3. Card Limits

To ensure prudent use of funds, a £200 transaction limit is applied to all cards.

## 4. Card Restrictions

- Cash Withdrawal: Cash withdrawals are disabled for all pre-paid cardholders.

## 5. Online and App Access

Each cardholder has access to the online portal and mobile application for:

- Managing transaction history.
- Uploading receipts for purchases.
- Coding transactions to the appropriate budget lines.

## 6. Authorised Use of Cards

Pre-paid cards may only be used for authorised and **legitimate business expenses**. Authorised purchases may include, but are not limited to:

- Equipment or supplies not regularly stocked.
- Accommodation bookings and company vehicle fuel.
- Event refreshments.

## 7. Prohibited Uses

The following uses of the pre-paid cards are **strictly prohibited**:

- Personal expenses of any kind.

- Payment of invoices, as these should follow the company's standard accounts payable process.
- Sharing card details with others or using another employee's card.

## 8. Documentation

- **Receipts:** Receipts for all purchases must be **kept** and **submitted** via the Soldo app within 14 days of the transaction date.
- Each receipt must be coded to the relevant budget line in the app for proper tracking and reporting.

## 9. Do's and Don'ts

### Do's:

- Ensure all purchases are business-related and align with the budgets you are responsible for managing.
- Retain and upload receipts for all transactions within the specified period.
- Review and track your transactions regularly via the app to ensure no suspicious or unexpected transactions.

### Don'ts:

- Do not use the card for personal expenses under any circumstances.
- Do not make cash withdrawals with the card.
- Do not use the card to pay invoices.
- Do not share your card details with anyone, including colleagues.