



### **Using the school credit card**

You would like to use the school credit card to pay for something. For this you will need to follow certain steps. Please bear in mind that it is your payment and you will remain responsible for the process. For example, this also means if you would like to know when the order will be delivered, you should contact the company.

Before you get started, please make sure that the payment you wish us to make is indeed a credit card payment. Not all websites facilitate this. Sometimes it is payment via IDEAL. We can not do this.

Depending on what kind of payment you wish to make you may need to research the following things:

#### Materials:

- The price of the item you wish to order.
- Is there a cheaper alternative?
- Is there a place in the Netherlands/ Europe that delivers?
- Do I need to pay import duty? How does that need to be paid?

#### Conferences:

- Flight times and corresponding prices
- Whether you will need to miss lessons and fill in a request for leave
- If you want to stay longer than necessary for the conference, please state the reason.
- Hotel - is there a recommended hotel at a reasonable price or are there acceptable alternatives?

We will need approval from the budget holder for all costs incurred. So it's important you have all the variables researched to present to this person. We are aware that prices of flights and hotels can fluctuate, but most important is that we will need to see approval from the budget holder for a certain day/time for a certain hotel or flight for a certain price. If there are minor changes, we can still book so you don't need to fill out a new credit card form.

For Primary, Secondary or Whole School bookings:

- Approval from the Principal or the Vice Principal and/or
- Approval from the Business Manager

With this process please always keep in the back of your mind "what is reasonable?"

Should you require any further information, please send an email to [creditcard@ishthehague.nl](mailto:creditcard@ishthehague.nl)