



Purchasing Card Policy 2018

Rationale

In support of existing Administration policies to facilitate the efficient running of the school and should reflect charter goals and priorities. The School Council may authorise school based staff to be issued with a purchasing card to purchase goods, services, equipment or material using this card. This card will be a Visa issued by the Westpac Institutional Bank (WBC). Use of the Purchasing Card should improve availability of resources and increase flexibility.

Aims

- To utilise the benefits of Purchase Cards whilst ensuring the schools procedures and internal controls meet the Departments requirements in accordance with ministerial guidelines 1-6 2008.

Implementation

- The School Council and Principal determine which personnel and activities will be eligible to use the Purchasing Card.
- The School Council and Principal determine the expenditure limit for each cardholder.
- School Council, after advice from the Principal, appoint an "Authorisation Officer".
- A purchase order is to be completed and signed for approval before each purchase.
- An "Undertaking by the Card holder" is completed by each user according to the agreed amount.
- Cardholders names, card details, and other information are minuted at School Council, and any subsequent changes.
- Determine and document arrangements for safe and secure custody of the purchasing card.
- Arrange for the monthly purchasing card statement to be attached to the relevant reports and tabled at school council meetings.
- Ensure that all Westpac Visa Card purchasing card procedures and controls are met.

Responsibilities

- Staff members will:
 - Ensure cards are kept safe by Cardholders at all times.
 - Ensure all receipts and orders are attached with each monthly statement.

Evaluation:

- This policy will be reviewed annually to enhance internal control

This policy was last ratified by School Council in....

27th February 2018

References:

School Purchasing Card: Department Guidelines and Procedures by Financial Services Division Department of Education and Training Melbourne, January 2015

Finance Manual for Victorian Government Schools Financial Services Division Published by the Communications Division for Financial Services Division Department of Education and Training Melbourne June 2016