Purchasing Card Policy

Rationale

School Council is authorised to purchase goods, services, equipment or material for the purposes of the school using a School Purchasing Card. The School Council may authorise school based staff to be issued with a purchasing cards to purchase goods, services, equipment or material using this cards. This card will be a Visa card by Westpac Banking Corporation.

Policy Statement

To utilize the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Early Childhood Development requirements in accordance with the Ministerial Guidelines and Directions 1-6 of 2008.

Implementation

- School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- Current cardholders and credit limits will be reported to School Council annually.
- All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorised by approving officers as per DEECD guidelines.
- Mastercards are to be kept safe by cardholders.
- Lost cards are to be immediately reported to the Commonwealth Bank and appropriate Authorising Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

References

Supporting Document: Ministerial Guidelines and Directions 1-6 of 2008

Review

Card Holders and Credit limits reviews and reported to Council in March each year.

Policy passed June 2011 and will be reviewed in 2013.
Agreement of use

I ____________________

Understand the normal internal controls for use of a purchasing card and accept it is, checked and authorised by approving officers as per DEECD guidelines.

Credit Limit ______________

Signed ____________________ Date ______________

This needs to be re-signed each March