

PURCHASING CARD POLICY

PURPOSE

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 card to purchase goods, services, equipment or material using this cards. This card will be a VISA, issued by the Westpac Bank.

SCOPE

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

POLICY

- 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.
- VISA Cards are to be kept safe by cardholders.
- Lost cards are to be immediately reported to the Westpac Bank and appropriate Authorising Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.
- Card Holders and Credit limits reviews and reported to Council at the start of each year.

Card Holders and Credit limits reviews are reported to Council at the start of each year.

References

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

REVIEW CYCLE

This policy to be reviewed annually.