

# Kew Primary School PURCHASING CARD POLICY

## **Purpose:**

Purchasing Cards provide the school with the opportunity to purchase goods and services that require payment by credit card, including on-line purchases. This is in support of existing Administrative policies to facilitate the efficient running of the school and should reflect compliance with the school's Strategy Plan. 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 MasterCard issued by the Westpac Bank.

## **Broad Aims:**

- To utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet Auditor Guidelines and the Department of Education and Early Childhood Development requirements.
- Use of the Purchasing Card should improve availability of resources and increase flexibility.

## **Guidelines:**

- The School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- School Purchasing Card Agreement and Acknowledgement to be completed by the Cardholder.
- Current cardholders and credit limits will be reported to the 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 Department of Education and Early Childhood Development guidelines.
- Cards 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.

## **Evaluation**

- The School Council is to review this policy and the use of the Westpac Purchasing Cards annually.

***This policy was ratified by School Council on:***

***Signed:*** \_\_\_\_\_ ***School Council President***

***2013 Westpac Purchasing Card Holders – Each Card has a \$5,000 limit***

***Version 1***

***Next Review: February 2014***