



Purchasing Card Policy

Rationale:

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 Strategic 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 as per DET contract.

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 & Training requirements.

Use of the Purchasing Card should improve availability of resources and increase flexibility.

Implementation:

- 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 DET guidelines.
- Cards to be kept safe by Cardholders.
- Lost cards are to be immediately reported to 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:

- This policy will be reviewed annually.

This policy was ratified by School Council - 2018