

PURCHASING CARD POLICY

PHILOSOPHY:

The use of purchasing cards in schools can result in better cash flow management, reduced level of documentation, enhanced purchasing processes and improved internal controls.

The school's decision to apply for a purchasing card is not intended to replace the existing purchasing practice, it is offered as another method of payment for goods and services. A purchasing card is an enhancement to current methods, to assist with flexibility, time saving and convenience.

School Council is authorised to nominate cardholders to purchase goods, services, equipment or material for the purposes of the school using a Corporate Purchasing Card. The School Council may authorise school based staff to be issued with individual purchasing cards with individual limits under the one account to purchase approved goods, services, equipment or material for the school using the card facility. This facility is the DET approved VISA corporate card issued by the Westpac Banking Corporation.

PURPOSE:

To utilise the benefits of a Purchasing Card whilst ensuring the school's procedures and internal controls meet the Department of Education and Training requirements in accordance with the Education and Training Reform Act 2006 (and subsequent amendments).

IMPLEMENTATION:

- School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- School Council, after advice from the Principal, appoints an "Authorisation Officer".
- An "Undertaking by the Card holder" is completed by each user after modifications by the principal.
- Principal ensures that all approved cardholders receive a briefing on the use under specific guidelines prior to being issued with the card.
- Principal ensures that the cardholders' names, card details, and other information are minuted at School Council, and any subsequent changes
- Current Cardholders and credit limits will be reviewed by School Council annually.
- Internal controls for use of a purchasing card will be followed as per the Ministerial Guidelines and Directions 1 to 6 of 2008, with appropriate documentation completed, checked and authorised by approving officers as per Department of Education and Training guidelines.
- Cards are to be kept safe by Cardholders while valid. At all other times the cards are to be kept in the school safe.
- Lost cards are to be immediately reported to the Westpac Banking Corporation and School Principal by the relevant Cardholder.
- Purchasing Cards may be used for online purchasing subject to the usual internal control requirements set out in the Purchasing Policy.

- The Business Manager will arrange for the monthly purchasing card statement/s to be attached to the relevant reports (CASES21 Finance) and tabled at school council meetings.
- Staff that leave must return their cards, together with their reconciliation. The cards are to be destroyed and cancelled with the Westpac Banking Corporation.

Policy Approved by:	Finance Committee – School Council
Effective Date:	November 2017
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- An access log is to be kept by the Business Manager of cards signed out and signed back in when they are returned.
- The Business Manager will complete and return the Annual Statement of Assurance document signed by the Principal, regarding the appropriate school purchasing card usage, as initiated by the Department of Education and Training.

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