



Purchasing Card policy

Rationale:

To facilitate the efficient running of the school, 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 Banking Corporation. The school purchasing card provides an alternative way to pay for goods and services. The usual procurement procedures including quotations and purchase orders are still to be followed.

Aims:

The aim of the policy is to:

- Utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Training requirements.
- Improve availability of resources and increase flexibility.
- Decrease the necessity to refund individual staff members for school based purchases.
- Enable payment of goods and services during outside of school activities, particularly camps and excursions.

Implementation:

1. School Council may authorise the Principal and/or other nominated staff members (up to 4 staff members) as Cardholders.
2. Cardholders to undertake a briefing and sign an 'Undertaking by the Cardholder' document.
3. Current cardholders and credit limits will be reported to School Council annually.
4. Monthly reports to be tabled at School Council meetings.
5. 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 the Department guidelines.
6. All purchases to be supported by a school purchase order form.
7. All purchasing transactions must be supported by a tax invoice that includes appropriate company details.
8. Cards are to be kept safe by Cardholders.
9. Lost cards are to be immediately reported to the Westpac Bank (1300 650 107) and appropriate Authorising Officer by the relevant Cardholder.
10. Purchasing cards may be used for online purchasing subject to the usual internal control requirements.
11. A purchasing card activity form must be completed and signed by the cardholder.
12. The School Principal is to complete and return the Annual Letter of Assurance document certifying the appropriate school purchasing card usage, in accordance with DET Purchasing Guidelines.
13. All purchasing card transactions for the month will be signed off by the School Principal, except in the case of the School Principal's card transactions, which will be signed off by the School Council President.

2018-2019 Arrangements:

Cardholders and limits:

Jenny Dowsett \$1500

Wendy Whyatt \$1500

Glenys Howard \$1000

Kelly Smith \$1000

Evaluation

School council is to review this policy and the use of the Westpac Purchasing Cards annually.

Ratified by School Council: November 2018

Review Date: November 2019