



## Purchasing Card Policy

### Background

A School Council is authorized to purchase goods, services, equipment or material for the purposes of the school using a School Purchasing Card. The School Council may authorize 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 VISA card issued by Westpac.

### Purpose

To utilize the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Early Childhood Development requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 to 6 of 2005.

### Implementation

- Principal, Assistant principal, Business Manager and Administrator Manager may each have a credit card. Names and credit limits will be reported to School Council.
- 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 authorized by approving officers as per Department of Education and Early Childhood Development guidelines.
- Cards are to be kept safe by Cardholders.
- Lost cards are to be immediately reported to the appropriate authority by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

### Evaluation

The Program will be reviewed annually by the School Council in conjunction with the annual audit.

### Certification

This policy was endorsed by School Council at the meeting held on 28<sup>th</sup> February 2017

Signed.....

Principal

Signed.....

School Council President

*Engaging Minds Together*

