

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 Ministerial Guidelines and Directions 1-6 of 2008 in accordance with section 2.4(a)(i)
- Follow DOE's Values of Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness.

Implementation

- The Principal, Assistant Principal, Business Manager and Administration Manager may each have a credit card.
- 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 DOE 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.
- Statements are tabled at School Council and accepted by School Council
- Teachers must seek prior permission to use the card online even if the card details are already retained from previous purchases.

Evaluation

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

Document Status

Reviewed	School Council Ratification	Next Review
March – Finance Subcommittee	12 March 2024	10 March 2025
March – Finance Subcommittee	18 March 2025	17 March 2026