Purchasing Card Policy

Rationale:

A School Council is authorised to purchase goods, services, equipment or material for the purposes of the school using a School Purchasing Card. 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 Westpac Visa card.

Aims:

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 Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 – 6 of 2008.

Implementation:

- 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 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 Department of Education and Early Childhood Development guidelines.
- Cards to be kept safe by Cardholders.
- Lost cards are to be immediately reported to Westpac and appropriate Authorising Officer by the relevant Cardholder.
- Purchasing Cards may be used for online purchasing subject to DET internal control requirements being satisfied.

Evaluation:

This policy will be reviewed annually.

Refer to: DET Guidelines in CASES 21 Business Process Guide.

This policy was ratified by School Council – July 2016
Register of Purchasing Cardholders and credit limits

The Authorised Signatory and Verifying Officers are:

Laureen WALTON
Helen DALZOTTO

The following Cardholders have financial delegation up to the nominated limit:

Laureen WALTON Principal $5,000 Limit
Genevieve CASONATO Assistant Principal $5,000 Limit
Helen DALZOTTO Business Manager $5,000 Limit

The ‘Undertaking by the Cardholder’ forms have been completed.

Authorised Signatory – can authorise;

The creation of a new Facility,
Issuance of a Corporate Purchasing Card,
Any change to transaction or monthly limits or
Cancelling of Cards or Facilities