



SCHOOL PURCHASING CARD POLICY

Rationale:

School Council may authorise school based staff to be issued with a purchasing card to purchase goods, services, equipment or materials. The purchasing card will be used to advantage during remote access situations such as school camps. School purchasing card purchases will be well monitored and comply with the College's budgetary expectations.

Aims:

- To provide the school with an accountable, transparent and secure method for the acquisition of goods and services when normal/current processes are unavailable, i.e. purchasing online.
- To comply with Departmental Guidelines.

Implementation:

- School Council and the Principal will determine which personnel and activities will be eligible to use the School Purchasing Card.
- School Council and the Principal will determine the expenditure limit for each cardholder and provide financial delegation to this upper limit.
- School Council, after advice from the Principal will appoint an "Authorisation Officer".
- An 'Undertaking by the Cardholder' will be completed by each user.
- Each approved cardholder will be briefed on the specific guidelines for use.
- School Council will minute each approved cardholder's name, card details, other information and subsequent changes.
- The Principal will determine arrangements for the safe and secure custody of the School Purchasing Card.
- Internal control measures shall be adhered to as outlined in the booklet published by DET:- "*Internal Control for Schools*".
- Documentation confirming all transactions performed using the School Purchasing Card shall be authorised by the principal and School Council delegate in a proper and timely manner.
- Documentation of all transactions shall be made available to School Council Finance Committee and Auditor upon request.
- All transactions shall be performed in a secure and confidential environment.
- Alterations to administrators or authorisers (e.g. provision for staff on leave) shall be fully endorsed by School Council before such changes are made.

Reference:

DET School Purchasing Card Guidelines and Procedures -

<http://www.education.vic.gov.au/school/principals/finance/Pages/purchasingcard.aspx>

Evaluation:

This policy will be reviewed annually.

This policy was last ratified by School Council in....

February 2017