



Purchase Card Policy

Date of Policy:

Date of last major review:

Date of next major review:

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RATIONALE:

The use of DEECD approved Purchasing Cards provides the school and staff with the opportunity to make purchases on-line, via telephone or manually which realise savings in banking fees and administration costs as well as providing improved service to suppliers and efficiency for staff.

AIMS:

Provide an efficient and secure means of conducting school purchases and to improve availability of resources and increase flexibility.

IMPLEMENTATION:

The aims of the School's Purchasing Card Policy will be achieved through the implementation of a range of the following strategies:

- Cards allocated to the Principal, Business Manager & P-2 teacher.
- Payments by Purchasing Cards must be authorised by the Principal. The Authorising Officer (Principal) or nominee (see guidelines pg 4 DEECD, School Purchasing Card Guidelines and Procedures) is responsible for ensuring Internal Control Procedures are followed in accordance with Department guidelines. The Authorising Officer is also responsible to sign 100 point document check for all card holders.
- The School Business Manager cannot be nominated as an authoriser.
- Authorisation and approval of both the initial setting up of the account details and any subsequent transactions against all accounts is required.
- Purchasing cards may be used for payment of items in line with the approved Program Budget for that year.
- Monthly Purchasing Card statements to be reconciled by Business Manager and verified by the Principal.
- Security of cards and confidentiality of data must be kept at all times.
- Documentation must be kept by the school confirming all transactions related to the card(s) such as purchase orders, payment vouchers, relevant CASES 21 reports. The original invoice/payment advice and the internet voucher must be attached to payment vouchers.

RESOURCES:

- Provision of current CBA Official Account
- Maintenance and upgrading of hardware and software as may be required
- Password protection in line with Cheque Signatory authority.

Recommended controls from DEECD: Schools Purchasing Card Guidelines and Procedures manual are:

School Council (Finance Sub Committee) and Principal to determine which personnel and activities are eligible for use of purchasing card

School Council (Finance) determine expenditure limit for each cardholder and provide financial delegation to this upper limit

School Council, after advice from Principal, appoint an "Authorisation Officer"

An "undertaking by the card holder" to be completed by each user after modifications by the Principal

Principal ensures that:

All approved purchasing card holders receive a briefing on use under specific guidelines

The cardholders names, card details, and other information are minuted at school council and any subsequent changes.

Determine and document arrangements for safe and secure custody of the purchasing card

Arrange for monthly purchasing card statements to be attached to relevant reports (Cases21 Finance) and tabled at School Council meetings (Finance)

Ensure that all Westpac Visa purchasing card procedures and controls are met.

Current holders are:

Name	Title	Limit
Fiona Selway	Principal	\$1500
Andrea Lyon	Business Manager	\$1500
Matthew Dodson	P-2 Teacher	\$1500

