

	Purchasing Card Policy	Endorsed by School Council: August 2020
Information: 02 6076 1566 Manager: Business Manager	DET Schools Reference Guide: Purchasing Card Policy guidelines	Next review: August 2021

PURCHASING CARD POLICY

Commented [1]: Easy to follow. Looks good.

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 Visa card by Westpac.

Aim:

To utilize the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education requirements in accordance with Ministerial Guidelines and Directions.

Implementation:

- School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- Principal (Current 2020) Francine Heath card limit \$15,000.00 and Business Manager Barbara Spink \$10,000.00.
- Current cardholders and credit limits will be reported to School Council monthly.
- 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 locked away in the school office – Payments are to be authorised by the Principal/Business Manager.
- Lost cards are to be immediately reported to the Westpac Bank and appropriate Authorizing Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirement – that is when normal purchasing process is unavailable.