

Purchasing Card Policy

Rational:

The school Council is authorised to purchase goods, services, equipment or materials for the purposes of the school using a School Corporate Card. The School Council may authorise school based staff to be issued with a corporate card to purchase goods, services, equipment or materials using this card. This will be a VISA Corporate Card issued by the Westpac Bank.

Aim:

To utilise the benefits of a Corporate Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Early Childhood Development requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 to 6 of 2005.

Implementation:

- The School Council may authorise the Principal and/or other nominated staff members as Cardholders,
- School Corporate Card Agreement and Acknowledgement to be completed by the Cardholder,
- Current cardholders and credit limits will be reported to the School Council annually,
- School Purchasing Card Register to be maintained in Cases21,
- Monthly cardholder statements to be requested and minuted to school Council,
- 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 the Westpac Bank and appropriate Authorising officer by the relevant Cardholder.
- Corporate cards may be used for online purchasing subject to the usual internal control requirements
- Principal to authorise staff purchase card statements. School Council President to authorise the Principal's card statements.

Evaluation:

The school Council is to review this policy and the use of the Westpac Corporate Cards annually.

Review:

This policy was reviewed in November 2021 and is due for review in November 2022.