

Yarra Ranges

SDS

PURCHASING CARD POLICY

2017

Rationale:

This policy supports the existing Administration policy to facilitate the efficient running of the school and reflect the Strategic Plan goals and priorities.

Aims:

- To utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Early Childhood Development requirements;
- Use of the Purchasing Card should improve availability of resources and increase flexibility.

Implementation:

- The 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 the 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;
- Current cardholders as detailed on the Financial Delegations report are the Principal and Assistant Principal. Any changes or additions need to be approved by School Council;
- Lost cards are to be immediately reported to the Westpac Bank on 1300 650 107, and also to the appropriate Authorising Officer and the Business Manager by the relevant Cardholder.

Purchasing cards may be used for online purchasing subject to the usual internal control requirements. The use of the Purchasing Card does not absolve the user from the normal creditor conventions, for example a valid Tax Invoice must be produced and authorised by the Principal and Team Leader and a school Purchase Order must be prepared and authorised. The following link provides some detail in this regard:
<http://www.education.vic.gov.au/school/principals/finance/Pages/purchasingcard.aspx>

Evaluation

- The School Council is to review this policy and the use of the WBC Purchasing Cards annually.

Date Ratified	17 February 2016
Author	Teresa Burdeu, Business Manager
Approved By	School Council
Approval Authority (Signature & Date)	_____ David Read, School Council President _____ Date
Date Reviewed	15 February 2017
Responsible for Review	
Review Date	15 February 2018
References	