

PURCHASING CARD



1. RATIONALE

In support of existing Administration policy to facilitate the efficient running of the school and should reflect charter goals and priorities. 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 issued by the Westpac Institutional Bank (WBC).

2. AIMS

- This program aims to provide the climate and the resources to allow the school to function efficiently and effectively for the benefit of the pupils, staff, parents and the school community.
- To utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Training requirements in accordance with Ministerial Guidelines and Directions 1 – 6 of 2008.
- Use of the Purchasing Card should improve availability of resources and increase flexibility.

3. IMPLEMENTATION

- The School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- The 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 Training guidelines.
- Cards to be kept safe by Cardholders.
- Lost cards are to be immediately reported to the Westpac Bank and appropriate Authorising Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

4. REVIEW CYCLE

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

RATIFIED by School Council – March 2023

REVIEW ANNUALLY