

Policy Statement

Guidelines

- I.1 Purchasing cards should support existing Administration policy to further facilitate the efficient running of the school and the acquisition of required resources. College Council may authorise school based staff to be issued with a purchasing card to purchase goods, equipment or material using this card. This card will be a Visa issued by the Westpac Institutional Bank (WBC) to use during outside school activities, particularly interstate and overseas camps.
- I.2 A purchasing card is not intended to replace the existing purchasing practices. It is offered as an enhancement to current methods of payment for purchases. Therefore the procurement procedures, including quotations, purchase orders and payment thresholds must be followed.

Program

- 2.1.1 School Purchasing Card Agreement and Acknowledgement to be completed by the Cardholder.
- 2.1.2 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 DET guidelines.
- 2.2.1 School Council and the Principal will determine which personnel and activities will be eligible to use the purchasing card.
- 2.2.2 School Council, on advice from the Principal, will appoint an Authorisation Officer who will ensure the efficient and effective administration of the card.
- 2.2.3 The Authorisation Officer will ensure that all Cardholders are briefed on the use of the purchasing card.
- 2.2.4 All purchasing cards will be stored in the school safe and will be administrated to the card holder on request **after** a school purchase order has been processed and approved. Cards are to be returned to the office after purchase/s have been made.
- 2.2.5 All purchases made via the purchasing card are to be authorised via a school purchase order. This is the responsibility of the Cardholder. The creditors name on schools purchase orders for all purchasing card transactions will be the Westpac Bank.
- 2.2.6 A Cardholder Activity Report can be completed and forwarded to the Business Manager by the 1st of each month.
- 2.2.7 A purchase order for each transaction, and tax invoices/receipts for each transaction must be submitted to the Business Manager immediately on return of the purchasing card.
- 2.2.8 Cash withdrawals are strictly prohibited by the DET and will result in immediate cancellation of the card as well as disciplinary action by DET.
- 2.2.9 If at any time a Cardholder is uncertain of the processes involved or if there are discrepancies on the monthly statement, the Cardholder is advised to consult with the Business Manager before the 1st of each month.
- 2.2.10 Cardholders ae to take note of their transaction limit and card limit as these are not be exceeded.
- 2.2.11 Card holders will ensure that all Westpac Visa Card purchasing card procedures and controls are met.

Guidelines

Program

- 2.2.12 All Cardholders will sign an “Undertaking by the Cardholder” and shall be bound by the terms within.

Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as required by developments in relevant legislation.

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WESTALL
Secondary College