INTRODUCTION:

Kyabram P-12 College School Council approves the use of Westpac Purchasing Card following the Ministerial Guidelines and Directions as set by DET.

The following controls to be instigated.

a) College Council and Principal determine which personnel and activities will be eligible to use the Purchasing Card.

b) The College Council and Principal determine the expenditure limit of $15,000 for two cardholders and one expenditure limit at $10,000 – total of $40,000 over three cards.

c) College Council, after advice from the Principal, will appoint an “Authorisation Officer”.

d) An “Undertaking by the Cardholder” is completed by each user.

e) Principal ensures that:
   All approved purchasing cardholders receive a briefing on the use under specific guidelines.
   The cardholder’s names, card details and other information are minuted at school council, and any subsequent changes.

f) Determine and document arrangements for safe and secure custody of the Purchase Card.

g) Arrange for the monthly purchasing card statement/s to be attached to the relevant reports (CASES21F) and tabled at school council meetings.

h) Ensure adequate internal controls, security measures, Cardholder Register, relevant locally determined category limits and School Council reporting procedures to implement and monitor the operation of the School Purchasing Card.

i) Ensure that all Westpac MasterCard purchasing card procedures and controls are met.

Reference: Ministerial Guidelines and Directions DET School Purchasing Card Guidelines & Procedures

RATIFIED BY COLLEGE COUNCIL

_________________________________________ Date: ___/___/___

College Council President

Review Date May 2017