



SCHOOL PURCHASING CARD POLICY

PURPOSE:

To ensure that schools follow government purchasing policies

RATIONALE:

A school council has authority to purchase or maintain the goods, equipment and material necessary to carry out its functions.

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

IMPLEMENTATION:

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 one cardholder and one card holder expenditure limit at \$5,000 – total of \$20,000 over two 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 College 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 College Council meetings.
- h) Ensure that all Westpac MasterCard purchasing card procedures and controls are met.

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

<https://www.education.vic.gov.au/school/teachers/management/finance/pages/purchasingcard.aspx>

RATIFIED BY COLLEGE COUNCIL

_____ **Date:** ____/____/____
College Council President

Review Date May 2020