



School Purchasing Card Policy

Rationale

The School Council is responsible for the financial management of the school. The introduction of the school purchasing card impacts on the School Council, as it represents another means of acquiring goods and services for the school.

Policy Statement

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 in accordance with the Ministerial Guidelines and Directions 1-6 of 2008.

Aims

- To offer enhancements to the current methods of purchasing.
- To assist with flexibility, time saving and convenience.

Implementation

- School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- Current cardholders and credit limits will be reported to 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 DET guidelines.
- Mastercards are to be kept safe by cardholders.
- Lost cards are to be immediately reported to the Commonwealth Bank and appropriate Authorising Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.
- Cards will be kept securely in the school office.

Credit Limit

Principal and Assistant Principal = \$5,000

Business Manager = \$5,000

Monthly limit total = \$15,000

Process of Authorisation

A school purchase order document is used to initiate or ratify expenditure.

All orders are approved: purchase orders signed by the school Principal or authorised nominee, Principal, Assistant Principal or Business Manager to order item/s.

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

Review

Card Holders and Credit limits reviews and reported to Council in March each year.

References

Supporting Document: Ministerial Guidelines and Directions 1-6 of 2008

Purchasing Card Agreement of Use

Rosanna Golf Links Primary School

I _____

Understand the normal internal controls for use of a purchasing card and accept it is, checked and authorised by approving officers as per DET guidelines.

Credit Limit _____

Signed _____

Date _____

This needs to be re-signed each March