

Purchasing Cards Policy

Purpose

A purchasing card provides schools with the ability to purchase goods and services using non-cash electronic payments by way of debit card transactions.

Use of the purchasing card allows schools to access the options and convenience provided by internet purchasing.

Aim

- To provide alternative payment method for purchasing goods and services at point of sale

Implementation

- The Principal will be responsible for ensuring that staff assigned a purchasing card are made fully aware of security requirements, and that all purchasing must be accompanied by an official school order.
- Staff authorised to process transactions using a school purchasing card must be minuted at School Council and entered into a Register.

Internal Controls:

- The School Purchasing Card is to be used for acquiring goods and services on behalf of Carrum Downs Secondary College.
- The only School Purchasing Card authorised cardholders are to be the Principal and Business Manager and those approved by School Council.
- The monetary limits to be set for the School Purchasing Card are a maximum of \$10,000 for each card with the approved limit being that amount ratified by School Council annually
- A cardholder cannot authorise his or her own expenditure.
- All proposed expenditure is approved by the Authorising Officer upon completion of a school purchase order by the Cardholder. The Authorising Officer for the Principal will be the School Council President and the Authorising Officer for the Business Manager and other card holders will be the Principal.
- All expenditure approved by the Authorising Officer is reported to, and subsequently accepted by, the School Council.
- The School Purchasing Card must not be used to obtain cash.
- The cardholder will take adequate and reasonable measures to protect the School Purchasing Card from being lost, stolen or misused.
- All transactions made using the School Purchasing Card must have prior approval by an authorised signatory for ordering goods and services or the Principal and be substantiated by original supporting documentation.

Evaluation: This policy is required to be formally minuted and reviewed by College Council annually

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>

This policy was endorsed by the College Council in June, 2016