

**Policy: Purchasing Card****Code: M****Date: February, 2020****Review: 2021**

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**Rationale:**

School council is authorized to purchase goods, services, equipment or material for the purposes of the school by use of a School Purchasing Card. The School Council may authorize School-Based Staff to be issued with, and purchase goods, services, equipment or material using, a School Purchasing Card. This card will be a Visa card issued by Westpac Bank.

**Aims:**

- To provide a transparent, accountable and secure process to purchase goods and services when normal/current processes are unavailable, eg purchasing on-line, excursions, etc.

**Implementation:**

- The Principal and Business Manager may each have a card. Names and credit limits will be reported to Council.
- All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorized by approving officers as per Westpac guidelines.
- Card limits – The total credit limit for these cardholders is \$15,000
- Each cardholder is responsible for their own card at all times and must take maximum care in ensuring the safe custody of their credit card.
- A Purchase Order must be completed with correct signatures as per Westpac requirements.
- Purchasing cards may be used for online purchasing subject to usual internal control requirements.
- The monthly purchasing card statement will be attached to the relevant CASES21 reports and tabled at School Council finance subcommittee meetings.
- Lost cards are to be immediately reported to the appropriate authority by the relevant cardholders.

**Evaluation:**

- This policy will be reviewed as part of an annual review in the context of the School Strategic Plan and Annual Implementation Plan. The Purchasing Card Policy shall be reviewed as part of the school's policy review process by the Education Sub-Committee of School Council

**Period of Review:            Annually****Responsibility:            Principal, Business Manager**  
**Key Person:                Principal**