



Warrnambool West
Primary School

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PURCHASE CARD

POLICY

Rationale:

The use of DET approved Purchasing Cards provides the school and staff with the opportunity to make purchases on-line, via telephone or manually which realise savings in banking fees and administration costs as well as providing improved service to suppliers and efficiency for staff.

Purpose:

Provide an efficient and secure means of conducting school purchases and to improve availability of resources and increase flexibility.

Implementation:

The aims of the Warrnambool West Primary School's Purchasing Card Policy will be achieved through the implementation of a range of the following strategies:

Cards allocated to the Principal & Business Manager (or staff member approved by School Council)

Orders still to be completed prior to purchase to ensure commitments are accurate in budget figures.

Tenders/Quotes must still be obtained in line with existing internal control.

Payments by Purchasing cards must be authorised by a Principal. The Authorising Officer (Principal) or nominee (see guidelines pg 4 DET, School Purchasing Card Guidelines and Procedures) is responsible for ensuring Internal Control Procedures are followed in accordance with department guidelines. The Authorising officer is also responsible to sight 100 point document check for all card holders.

The school Business Manager(s) cannot be nominated as an authoriser.

Authorisation and approval of both the initial setting up of the account details and any subsequent transactions against all accounts is required.

Monthly Purchasing Card statements to be reconciled by Business Manager and verified by the Principal.

Security of cards and confidentiality of data must be kept at all times.

Documentation must be kept by the school confirming all transactions related to the card(s) such as purchase orders, payment vouchers, relevant CASES 21 reports. The original invoice/payment advice and the internet voucher must be attached payment vouchers.

Resources:

Recommended controls from Department of Education; Schools Purchasing Card Guidelines and Procedures manual are:

School Council (Finance Sub Committee) and Principal to determine which personnel and activities are eligible for use of purchasing card

References:

School Council (Finance) determine expenditure limit for each cardholder and provide financial delegation to this upper limit

School Council, after advice from Principal, appoint an "Authorisation Officer"

An "undertaking by the card holder" to be completed by each user after modifications by the Principal

Principal ensures that:

1. All approved purchasing card holders receive a briefing on use under specific guidelines

2. The cardholders names, card details, and other information and minuted at school council and any subsequent changes.

Determine and document arrangements for safe and secure custody of the purchasing card (sign out book in strong room)

Arrange for monthly purchasing card statements to be attached to relevant reports (Cases Finance 21) and tabled at SC meetings (Finance)

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

Evaluation:

This document is to be reviewed annually as part of Warrnambool West Primary School policy review cycle.

This policy was last ratified by School Council on....

February 2018