



# School Purchasing Card Policy

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website: <http://www.cranbournesouth.vic.edu.au/>

Policy Name	School Purchasing Card Policy	Approved	8 <sup>th</sup> March 2017
Responsibility	Principal/Finance Sub-Committee	Date last updated	5 <sup>th</sup> March 2017

## Rationale

The introduction of school purchasing cards represents another means of acquiring goods and services for the school; ensuring “best practice” conditions are in place to ensure financial accountability and optimum internal control.

## Aims

To formally adopt procedures to implement purchasing card usage as an enhancement to current methods of purchasing. Purchasing cards will assist with flexibility, be time saving and more convenient in relation to school purchases.

## Guidelines

- School Council authorises to use Westpac Visa Cards (Purchasing Cards) to purchase goods and services for the school.
- Names of card holders, their details and changes must be minuted at School Council.
- The maximum monthly combined credit limit of all Purchasing cards is \$15000.
- Card holders must complete an “Undertaking by the Card Holder” agreement which lists the conditions of the use of the purchasing card (Appendix A).
- The card holder must obtain sufficient supporting documentation – receipts/tax invoices in relation to each card transaction showing sufficient descriptive detail of the purchase. This documentation must be handed to the Business Manager for processing as early as possible after the transaction occurs.
- The Business Manager will ensure acquired goods and services are actually delivered or provided. Prior approval to purchase must be obtained and a school order form completed in most circumstances. If orders are not entered a card holder activity report must be completed, listing each transaction. Purchasing card payments cannot be made to creditors who do not have an ABN or those with a Voluntary Withholding status.
- Purchasing card statements must be reconciled prior to the due date and the school must ensure that enough funds are available in the Official Account prior to the day of the bank sweep. A statement will be issued on the 22<sup>nd</sup> of each month and accounts will be swept the following month.
- Cardholders must report lost or stolen cards to the issuing bank immediately and notify the Business Manager no later than the next working day.
- A Purchasing Cardholder register is kept in the school safe listing cardholder details.

## Resources

- <http://www.education.vic.gov.au/school/principals/finance/Pages/purchasingcard.aspx>
- <http://www.education.vic.gov.au/Documents/school/principals/finance/Fin%20Management%20of%20School%20Trading%20Operations%20Guidelines%20v1.2.pdf>

## Evaluation

This policy will be reviewed as part of the school’s three year review cycle and/or per local school agreement.

## CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on ..... 8<sup>th</sup> March 2017

Signed.....  
School Council President

Signed.....  
Principal



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## Appendix A:

### **UNDERTAKING BY THE CARDHOLDER School Purchasing Card Agreement and Acknowledgment by Cardholder**

Name of Cardholder: \_\_\_\_\_

Position: \_\_\_\_\_

School Council President: \_\_\_\_\_

I understand and agree that the School Purchasing Card is issued to me on the express understanding that I will, at all times, comply with the following conditions:

#### **USE**

1. I will only use the School Purchasing Card for proper school purposes.
2. I can use the School Purchasing Card to a maximum limit of \$(*insert number*)\* in any one transaction and to a maximum monthly limit of \$(*insert number*)\*.
3. I will not split transactions on the School Purchasing Card to avoid exceeding purchasing card transaction limits.
4. My use of the School Purchasing Card is subject to the following restrictions on transaction types: (*please specify*)\*
5. I will use the School Purchasing Card in accordance with the terms and conditions issued by the *Westpac Banking Corporation* relating to its use.
6. I will not use the School Purchasing Card to obtain cash.
7. I will not use the School Purchasing Card to pay for tips or gratuities.
8. I will not permit the School Purchasing Card to be used by any person other than myself.
9. I will ensure that each transaction made using the School Purchasing Card is substantiated by original supporting documentation.
10. I will take adequate and reasonable measures to protect the School Purchasing Card from being lost, stolen or misused.

#### **LOST OR STOLEN CARDS**

11. I will immediately report the loss or theft of my School Purchasing Card to the *Westpac Banking Corporation* (using the 24 hour emergency number) and to the Authorisation Officer.

#### **UNAUTHORISED TRANSACTIONS**

12. I will immediately report any suspected or known unauthorised use of the School Purchasing Card to the *Westpac Banking Corporation* (using the 24 hour emergency number) and to the Administration Officer.

#### **MONTHLY RECONCILIATION**

13. I will review the monthly statement issued to me by the *Westpac Banking Corporation* for completeness and accuracy, and will ensure that transactions appearing on the statement are matched to original supporting documentation. I will:
  - ensure that discrepancies on the monthly statement are followed up with the *Westpac Banking Corporation* and promptly advised to the Authorisation Officer;

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- ensure that goods, services, equipment or material paid for using the School Purchasing Card are actually delivered or provided;
- ensure that credits on the School Purchasing Card are raised as soon I become aware that goods, services, equipment or material are not delivered or provided in accordance with original expectations;
- verify that all transactions on the monthly statement can be reconciled with any report issued by the accounting program used by the school council from time to time; and
- submit any such report, together with the verified monthly statement to the Authorisation Officer for approval prior to any payment by the school council to the *Westpac Banking Corporation*.

## RETURN OF SCHOOL PURCHASING CARD

14. I will immediately return the School Purchasing Card to the Authorisation Officer if:

- I resign or retire, or if I am transferred to another school, or if my services as an employee are otherwise terminated;
- the purpose for which the School Purchasing Card was issued to me has terminated or ceased; or
- the School Purchasing Card is withdrawn by the Authorisation Officer or cancelled by the *Westpac Banking Corporation*.

## PERSONAL INFORMATION

15. I consent to my personal details and my date of birth being disclosed by the school council to the *Westpac Banking Corporation* for use only in connection with the issue to me of a School Purchasing Card.

## DECLARATION

16. I confirm that I have access to only one School Purchasing Card.

17. I acknowledge receipt of

- Ministerial Guidelines and Directions 1 to 6 of 2008;
- School Purchasing Card – DEECD Guidelines and Procedures , and
- the terms and conditions relating to the use of the School Purchasing Card issued by *Westpac Banking Corporation*

18. I have been briefed on all aspects of the operation and use of the School Purchasing Card.

Date:

\_\_\_\_\_  
Name of Cardholder

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Name of Principal

\_\_\_\_\_  
Signature of Principal

\*Note: Amounts and restrictions pre-approved and minuted at School Council must be filled in prior to all parties signing.