



Purchasing Card Policy 2022

<i>Date implemented</i>	March 2022
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<i>Date to be reviewed</i>	February 2023
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	2 March 2022
<i>Signature</i>	

Purpose

The School purchasing card program provides schools with a more flexible option to complete purchasing transactions. School Council is responsible to ensure implementation and usage is maintained under 'best practice' conditions to ensure financial accountability and internal controls are in line with current DET Policy and Guidelines.

Aims

- To provide enhanced risk control and security over transactions.
- To provide clear documentation of processes.

Implementation

- The School Council and Principal will determine which personnel and activities will be eligible to use the purchasing card.
- The School Council and Principal will determine the expenditure limit for each cardholder and provide financial delegation to this limit.
- The School Council, with advice from the Principal, will appoint an "Authorisation Officer".
- The "Undertaking by the Cardholder" must be completed by each cardholder.
- The Principal will ensure that all approved cardholders receive a briefing on the guidelines of card usage.
- All cardholder names, card details and other information to be minuted at School Council, including any subsequent changes.
- The up to date cardholder register is maintained by the School and presented to Council at the start of each school year.

Administration Processes:

- All transactions must be properly authorised and comply with the Schools financial controls for purchases.
- A school purchase order must be realised to initiate expenditure



- Quotes or tenders must still be obtained, if required, in accordance with the Victorian Government Purchasing Guidelines.
- Goods are to be checked against delivery documents.
- The original invoice and purchase order must be attached to the payment voucher for authorisation.
- All documentation to be stored securely.
- Authorisation and access to be controlled.
- Monthly purchasing card statements to be presented to the Finance Committee.
- The Principal plus the Treasurer or Assistant Principal, if the Treasurer is on leave, must sign all paperwork with supporting documentation attached.

Resources

- Provision of secure storage of purchasing cards.

Review Cycle

The Purchasing Card Policy is to be reviewed annually and endorsed by the School Council as required for audit purposes.
