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# Purchasing Card Policy 2024



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<i>Date implemented</i>	February 16 2024
<i>Author</i>	Justin Hird
<i>Date to be reviewed</i>	February 2025
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	February 16 2024
<i>Signature</i>	

A handwritten signature in blue ink, appearing to read 'Justin Hird'.

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## Purpose

To provide guidelines and processes to support Castlemaine Secondary College School Council when establishing a Purchasing Card Program, whilst ensuring the school's procedures and internal controls are compliant with DET Policy and Guidelines.

## Scope

This policy applies to Castlemaine Secondary College School Councillors and to any staff who have a role within the Purchasing Card Program as an authoriser, administrator or cardholder.

## Policy

The current government contract is for a VISA Corporate Card issued by the Westpac Bank.

Castlemaine Secondary College will ensure the following are present and regularly reviewed and maintained:

- adequate internal controls and security measures
- a cardholder register
- locally determined credit limits
- School Council reporting procedures to implement and monitor the operation of the school purchasing card facility.

## School Council

The Principal and Business Manager are required to complete the Schools Purchasing Card online module available on LearnEd prior to establishing a facility at their school. New cardholders should also complete the module, additional information can be requested by emailing [schoolspurchasingcard@education.vic.gov.au](mailto:schoolspurchasingcard@education.vic.gov.au).

Castlemaine Secondary College School Council will approve the implementation of a Purchasing Card Program, with appropriate card limits. These approvals will be formally minuted.

The School Council is responsible for monitoring spending to ensure that the purchasing cards are being used in accordance with the Expenditure Management guidelines set out in [Section 11 of the Finance Manual](#) for Victorian Government Schools.

### 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.
- 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.