

### Rationale

A School Council is authorised to purchase goods, services, equipment or material for the purposes of the school using a School Purchasing Card. The School Council may authorise school based staff to be issued with a purchasing card to purchase goods, services, equipment or material using this card. This card will be a MasterCard by the Westpac Bank.

### Goals

To utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Training (DET) requirements.

### Implementation

- School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- School Council will determine individual credit limits on individual cards.
- Current cardholders and credit limits will be reported to School Council annually.
- All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorised by approving officers as per DET guidelines.
- Cards are to be kept safe by Cardholders.
- Lost cards are to be immediately reported to the appropriate authority by the relevant Cardholder.

Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

### Resources

Purchasing Card Guidelines & Procedures for Victorian Government Schools

### Evaluation

This policy will be reviewed as part of the School's annual policy cycle.

### Communication

This policy will be communicated to our staff in the following ways:

- A copy will be made available to all staff who are involved with or responsible for a school purchasing card
- Included in staff handbook/manual
- Discussed at staff briefings/meetings (as required)

### Review Cycle

Policy last reviewed	June 2022
Consultation	School Council
Approved by	School Council
Next scheduled review date	June 2023

