



WELSHPOOL & DISTRICT PRIMARY SCHOOL
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PURCHASING CARDS POLICY

RATIONALE

This purchasing card policy supports our existing Administration Policy to facilitate the efficient running of the school and reflects our charter goals and priorities. The School Council may authorize, school based staff, to be issued with a purchasing card to purchase goods, services, equipment or materials using this card.

This card will be a Visa Card issued by the Westpac Bank in accordance with DET guidelines and procedures.

CONTROLS

The School Council will appoint an authorising officer for the cards, however, where the principal is the cardholder; the school council president must be the authorising officer for that card.

Current cardholders and limits will be reported to the school council annually.

Any new card holders must be reported to the school council.

All approved purchasing card holders, must receive a briefing on the use of the card, before use of the school purchasing card.

Cards are to be kept safe by cardholders and can only be used for school use.

Lost cards are to be reported immediately to the Westpac Bank and Authorising Officer, by the relevant cardholder.

A Cardholder Register is to maintained on CASES21.

Monthly purchasing card statement/s to be attached to the relevant reports and tabled at school council and finance committee meetings.

A purchase order must be written for all purchases.

All normal controls for use of purchasing cards will be followed with appropriate documentation completed, checked and authorised by the approving officers in line with DET policy guidelines.

This policy will be reviewed annually as part of the school's three year review cycle

This Policy was ratified by the School Council at the meeting held on 13th November 2018

SCHOOL COUNCIL PRESIDENT