

PURCHASING CARD POLICY

PURPOSE

To provide guidelines and processes to support Chilwell Primary School 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 Chilwell Primary School 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. Chilwell Primary School will ensure the following are present:

- 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 attend a Purchasing Card Briefing. Briefings can be organised by contacting the School Finance Liaison Officer (SFLO), completing the LearnED module or emailing schoolspurchasingcard@edumail.vic.gov.au.

Chilwell Primary School school council will approve the implementation of a Purchasing Card Program, with appropriate card limits. These approvals will be formally minuted.

School council is responsible for monitoring of 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.

Authorisation officer

Chilwell Primary School's principal will be the authorisation officer. Where the Principal is the cardholder, the school council president must be the authorisation officer for that card.

As the authorisation officer, the principal/school council president is responsible for:

- briefing cardholders and ensuring they complete an *Undertaking by Cardholder* form
- approving expenditure
- monitoring transactions, statements and reports

The Authorisation Officer must ensure all processes and procedures comply with Department requirements and this policy.

The Authorisation Officer will terminate or deactivate cards when no longer needed.

Where the Principal is the cardholder, the school council president must be the Authorisation Officer for that card.

Card holder

Each cardholder must complete an *Undertaking by Cardholder* form agreeing to conditions and limits before a card may be ordered.

Cardholders must be Department employees who have been approved by the school council.

The card must never be used for payment of personal expenses of any nature or to withdraw a cash advance.

Cardholders must not allow any unauthorised persons to use the Purchasing Card.

The Cardholder will be held personally liable for any unauthorised use of the Purchasing Card, unless the unauthorised use is the result of the Purchasing Card being lost or stolen, or the result of fraud on the part of a third party.

Lost or damaged cards are to be immediately reported to Westpac and the appropriate Authorisation Officer.

The Cardholder is responsible for providing all receipts, to reconcile a monthly statement.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Purchasing Card](#)
- [Procurement — Schools Policy](#)
- [School Purchasing Card Guidelines and Procedures](#)
- [Finance Manual — Financial Management for Schools](#)

REVIEW CYCLE

This policy was last reviewed and approved by school council on 16th November 2020 and is scheduled for evaluation and review in Feb 2021

SCHOOL PURCHASING CARD - SCHOOL PROCESS

Finance committee has agreed that the Principal (Gavan Welsh) will hold a card holder with a limit of \$5000 maximum and Assistant Principal (Sarah Jeffreys) will hold a card with a limit of \$2500.

The Authorising Officer is the Principal for Assistant Principals card and the Authorising Officer for the Principal card is the school council President (Phil Joyce), the Authorising Office is required to sign all documentation for purchases made on the cards.

A school's decision to apply for and use a school purchasing card is not intended to replace the existing purchasing practices. A school purchasing card is offered in addition to the current payment methods, to assist with flexibility, time saving and convenience.

The purchasing guidelines and internal controls, as outlined in the School Finance Manual, apply to all purchases including the use of school purchasing cards, PAL Finance Manual – Section 08 Bank Accounts, Resources tab.

Business Rules

Prior approval to purchase must be obtained as per standard internal control procedures.

Purchase orders are written out to the supplier and must be authorised by the principal or delegate.

A Schools Purchasing Card Register records all cards that the school has received from Westpac. Any changes made to the card status (processed by Westpac) e.g. change limit, expiry date, cancellation date must be manually updated in the Purchasing Card Register (CR11040) format in CASES21.

Entry of orders onto the CASES21 finance system. The orders are entered against the creditor in the Creditor Order (CR31031) format. Copies of tax invoices for purchases over \$75 is required and receipts are to be obtained for all purchases.

A Cardholder Activity Report should be completed, listing each transaction and attached to the card statement for reconciliation purposes.

All authorised expenditure is reported to and accepted by the school council at finance and school council meeting along with all relevant paper work.