MANAGEMENT

PURCHASE CARD

PURPOSE
The school purchasing card facilitates better cash flow management, streamlined purchasing and enhanced purchasing flexibility.

RATIONALE
A Purchasing Card policy is a requirement of DEECD as part of Internal Control procedures. It aims to give clear, unequivocal guidelines to the school community, Principal and School Council as to the management of the School Purchasing Card. The School Council is responsible for the financial management of the school. School Council ultimately confirms and acknowledges transaction revenue and expenditure by ratification of monthly statements and school budgets at School Council meetings.

GUIDELINES
• A Purchase Card is not intended to replace the existing purchasing practices. It is offered as an enhancement to current methods of purchasing.
• Purchase Card must be reconciled prior to the due date.
• School Council must adopt procedures in order to ensure card implementation and usage is maintained under ‘best practice’ conditions to ensure financial accountability and optimum internal control.
• School Council, after advice from the Principal, will appoint an “authorisation officer”
• The School Council and Principal determine which personnel will be eligible to use the Purchasing Card and for what activities.
• The School Council and Principal determine the expenditure limit for each cardholder and provide financial delegation to the upper limit.
• The authorisation officer is required to assist with and monitor the cardholder’s access to the card. The authorisation officer will brief the cardholder prior to the card issue.
• To maintain effective cash management for the school the Authorisation officer will:
  • Exercise supervisory control over the cardholders transactions
  • Ensure compliance with Ministerial guidelines
  • Adhere to relevant internal control procedures
  • Ensure all purchases of goods and services are substantiated and consistent with program budget expenditure
• All cards will be kept in the school safe when not in use.
• The school purchase order must be filled out by the card holder with relevant receipts attached. This must occur as soon as possible after a transaction has been made.
• Prior approval is required for each purchase.
• Where the expenditure is to be used on an excursion or camp, pre approval must be obtained.
• The card is to be used only for school related expenditure.
• Each potential cardholder must be a DEECD employee and all cardholders must be approved by School Council.
• Each cardholder must complete an “Undertaking by Cardholder” application.
• The card is issued on the condition it will be used within the guidelines.
• Details of all cardholders are to be recorded in the schools cardholder register maintained by the Administrative Office and minuted at School Council.
• The School Purchasing Card must not be used to obtain cash.
• Lost cards or suspicious transactions are to be reported immediately to Westpac Bank and the school Authorising Officer by the relevant card holder.
• Under no circumstances is the card holder permitted to give their card and PIN to anyone else to use.
• The school Authorisation Officer will be responsible for preparing the Annual Statement of Assurance for DEECD in July; this is to be signed by the principal.

EVALUATION:
School Council will review the school’s Purchasing Card Policy each year.

Ratified by School Council: 08/09/14
Review Date: 08/09/2015