

ROWVILLE PRIMARY SCHOOL SCHOOL PURCHASING CARD POLICY

PURPOSE

- To allow nominated centrally paid school based staff to be issued with a School Purchasing Card to purchase goods, services, equipment or material on behalf of the school.
- To utilise the benefits of a School Purchasing Card whilst ensuring the school's procedures and internal controls meet the Department of Education and Early Childhood Development requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 – 6 of 2005.
- Use of the School Purchasing Card should improve availability of resources and increase flexibility.

IMPLEMENTATION

- The School Council may authorise the Principal and/or other nominated centrally paid staff members as Cardholders.
- The purchasing cards will be Visa cards issued by Westpac Banking Corporation.
- School Purchasing Card Agreement and Acknowledgement is to be completed by the Cardholder.
- Current cardholders and credit limits will be reported to the 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 Department of Education and Early Childhood Development guidelines.
- Cards are to be kept safe by Cardholders.
- Lost cards are to be immediately reported to the Westpac Banking Corporation and appropriate Authorising Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

EVALUATION

The policy will be reviewed annually to assess internal processes.

This Policy was ratified by School Council on 24th February 2021 and will be reviewed in February 2022.