

ROWVILLE PRIMARY SCHOOL SCHOOL PURCHASING CARD POLICY

PURPOSE

To provide guidelines and processes to support Rowville Primary School Council to ensure that the school's procedures and internal controls are compliant with the Department of Education and Training Policy and Guidelines when allowing 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.

IMPLEMENTATION

- The School Council may authorise the Principal and/or other nominated centrally paid staff members as Cardholders.
- The purchasing cards will be Visa Corporate 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 Training guidelines.
- Cards are to be kept safe by Cardholders.
- Lost cards are to be immediately reported to the Westpac Banking Corporation and appropriate Authorisation Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

FURTHER INFORMATION AND RESOURCES

On the Department's Policy and Advisory Library: PAL Finance Manual – Financial Management in Schools

- Section 11 – Expenditure Management Purchasing Card 11.7
<https://www2.education.vic.gov.au/pal/finance-manual/guidance/section-11-expenditure-management#117-purchasing-card>

EVALUATION

- The policy will be reviewed annually to assess internal control procedures.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Approved by	Rowville Primary School Council
Next scheduled review date	February 2023