

ROWVILLE PRIMARY SCHOOL SCHOOL PURCHASING CARD POLICY



DET International CRICOS Code - 00861K



Help for non-English speakers

If you need help to understand the information in this policy, please contact 9764 1955

PURPOSE

To provide guidelines and processes to support Rowville Primary 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 Rowville Primary 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.

Rowville Primary will ensure the following are present and regularly reviewed and maintained:

- 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.

IMPLEMENTATION

- The School Council may authorise the Principal and/or other nominated 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

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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 2023
Approved by	Rowville Primary School Council
Next scheduled review date	February 2024