POLICY: PURCHASE CARD

1. STATEMENT OF BELIEF:

1.1 To streamline and enhance purchasing flexibility by introducing access to remote/external funds.
1.2 To comply with all DE&T Purchase Card guidelines and audit requirements.
1.3 To maintain stringent internal controls over school Purchase Cards

2. IMPLEMENTATION:

2.1 School Council will approve all Purchase Cards prior to them being issued and be responsible for determining the number of cards issued and the monetary limits set on those cards to the maximum value of $15,000 per card.
2.2 All Purchase Card holders will be listed in the Purchase Card Register, to be maintained by central administration.
2.3 Purchase Cards will only be issued after the user has completed and signed an “Undertaking by the Cardholder” form which outlines their responsibilities as a cardholder.
2.4 The College Principal and the School Council President will be designated the Authorising Officers, who with Council approval, can authorise the creation of a new Purchasing Card, change transaction or monthly limits and cancel existing Cards.
2.5 The Business Manager will be designated the ‘Point of Contact” for the Purchase Cards with the Westpac Bank as per DE&T guidelines. A Point of Contact has no authority to issue cards or change cardholder limits, but is able to contact the bank and request information about the Purchasing card facility.
2.6 Purchase Cards must not be used to obtain cash advances
2.7 All purchases made using the Purchase Card must be supported by the appropriate receipts and tax invoices.
2.8 Goods and services purchased with the Card must follow the guidelines set out in the Colleges Purchasing Policy. Each monthly Purchasing Card statement must be signed by the card holder and submitted to the Authorising Officer for approval. A Purchasing Card held by the College Principal is to be approved by the School Council President.

3. EVALUATION:

This policy will be reviewed by the Education Policy Committee as part of the school’s one year cycle