



Shepparton East Primary School

Policy: PURCHASING CARD

Approved at School Council Meeting: 2016 Review: 2018

Rationale:

A School Council is authorised to purchase goods, services, equipment or material for the purposes of the school using a School Purchasing Card. The School Council may authorise school based staff to be issued with a purchasing card to purchase goods, services, equipment or material using this card. This card will be a Visa card with the Westpac Bank.

Aims:

To utilise the benefits of a Purchasing Card whilst ensuring the schools 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.

Implementation:

- School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- School Purchasing Card Agreement and Acknowledgement to be completed by the Cardholder.
- Current cardholders and credit limits will be reported to 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 to be kept safe by Cardholders.
- Lost cards are to be immediately reported to the Westpac Bank and appropriate Authorising Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

UNDERTAKING BY THE CARDHOLDER

School Purchasing Card Agreement and Acknowledgment by Cardholder

Name of Cardholder: _____

Position: _____

School council President: _____

Principal: _____

I understand and agree that the School Purchasing Card is issued to me on the express understanding that I will, at all times, comply with the following conditions:

USE

1. I will only use the School Purchasing Card for proper school purposes.
2. I can use the School Purchasing Card to a maximum limit of **\$(insert number)*** in any one transaction and to a maximum monthly limit of **\$(insert number)***.
3. My use of the School Purchasing Card is subject to the following restrictions on transaction types: **(specify)***.
4. I will use the School Purchasing Card in accordance with the terms and conditions issued by the Westpac Bank relating to its use.
5. I will not use the School Purchasing Card to obtain cash.
6. I will not permit the School Purchasing Card to be used by any person other than myself.
7. I will ensure that each transaction made using the School Purchasing Card is substantiated by original supporting documentation.
8. I will take adequate and reasonable measures to protect the School Purchasing Card from being lost, stolen or misused.

LOST OR STOLEN CARDS

9. I will immediately report the loss or theft of my School Purchasing Card to the Westpac Bank (using the 24 hour emergency number) and to the Authorisation Officer.

UNAUTHORISED TRANSACTIONS

10. I will immediately report any suspected or known unauthorised use of the School Purchasing Card to the Westpac Bank (using the 24 hour emergency number) and to the Administration Officer.

MONTHLY RECONCILIATION

11. I will review the monthly statement issued to me by the Westpac Bank for completeness and accuracy, and will ensure that transactions appearing on the statement are matched to original supporting documentation. I will:

- ensure that discrepancies on the monthly statement are followed up with the Westpac Bank and promptly advised to the Authorisation Officer;
- ensure that goods, services, equipment or material paid for using the School Purchasing Card are actually delivered or provided;
- ensure that credits on the School Purchasing Card are raised as soon I become aware that goods, services, equipment or material are not delivered or provided in accordance with original expectations;
- verify that all transactions on the monthly statement can be reconciled with any report issued by the accounting program used by the school council from time to time; and
- submit any such report, together with the verified monthly statement to the Authorisation Officer for approval prior to any payment by the school council to the Westpac Bank.

RETURN OF SCHOOL PURCHASING CARD

12. I will immediately return the School Purchasing Card to the Authorisation Officer if:
- I resign or retire, or if I am transferred to another school, or if my services as an employee are otherwise terminated;
 - the purpose for which the School Purchasing Card was issued to me has terminated or ceased; or
 - the School Purchasing Card is withdrawn by the Authorisation Officer or cancelled by the Westpac Bank.

PERSONAL INFORMATION

13. I consent to my personal details and my date of birth being disclosed by the school council to the Westpac Bank for use only in connection with the issue to me of a School Purchasing Card.

DECLARATION

14. I confirm that I have access to only one School Purchasing Card.
15. I acknowledge receipt of
- Ministerial Guidelines and Directions 1 to 6 of 2004;
 - Schools Purchasing Card Guidelines & Procedures Manual; and
 - Westpac Bank Administration Guide to the Schools Purchasing Card Program.
16. I have been briefed on all aspects of the operation and use of the School Purchasing Card.

Date: _____

Name of Cardholder: _____

Signature of Cardholder: _____

Name of Principal: _____ Signature of Principal: _____

*** NOTE: Amounts and Restrictions Pre Approved and Minuted at School Council MUST be included prior to approval. (Items 2 & 3)**