



SCHOOL PURCHASING CARD

Rationale:

- To ensure safe and efficient purchases from suppliers who don't operate credit facilities.
- To ensure that schools follow government purchasing policies.

Aims:

To ensure transactions comply with DET School Purchasing Card Guidelines and Ministerial Guidelines and Directions 1 to 6 of 2008 and the terms and conditions relating to the use of the School Purchasing Card issued by Westpac Banking Corporation.

Implementation:

- All staff holding a School Purchasing Card will sign an "Undertaking by the Cardholder" when they receive a Purchasing Card or annually in June. This undertaking is an Agreement and Acknowledgement of the terms and conditions of acceptable card use and adherence to this policy.
- School Council will minute all staff permitted to be issued with a new School Purchasing Card. This will include the monthly credit limit for the card and the amount permitted on each purchase.
- Annually, School Council will ratify all existing School Purchasing Card holders (including monthly limits and transaction limits) via a School Purchasing Card Register.
- School Council will monitor monthly spending via School Purchasing Card monthly statements to ensure purchases are in line with the guidelines.
- The Principal will sign all School Purchasing card monthly statements as well as the card holder. In the case of the Principal's card, the School Council President will co-sign their monthly statements.
- The Principal will ensure the "School's Purchasing Card Annual Statement of Assurance" is completed as required by DET.
- School council will ensure the school complies with the Department's Finance Manual for Victorian Government Schools including:
 - Obtaining best value for money regarding purchases.
 - Not allowing use of a school purchasing card to buy items for personal use.

Resources:

- Internal Control for Schools, accessed at <http://www.education.vic.gov.au/management/financial> for information regarding internal control measures applicable to procurement.
- School Purchasing Card-DET Guidelines and Procedures.
- Westpac Banking Corporation terms and conditions of use.
- Finance Manual for Victorian Government Schools.
- <http://www.education.vic.gov.au/school/principals/spag/finance/Pages/purchasing.aspx>

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

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Approved by Kambrya College School Council	May 2018
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