

# PURCHASING CARD POLICY

7/03/2018

## RATIONALE

- The introduction of a school purchasing card impacts on the school council, as it represents another means of acquiring goods and services for the school. It should ensure 'best practice' conditions are in place to ensure financial accountability and optimum internal control.

## AIMS

- To formally adopt procedures to implement a purchasing card usage as an enhancement to current methods of purchasing. A purchasing card will assist with flexibility, be time saving and more convenient in relation to school purchases in certain situations eg camps/excursions/conferences.

## IMPLEMENTATION

- Barton Primary School Council authorises its Principal Andrew Felsing to use Westpac Card (purchasing card) to purchase goods and services for the school.
- Names of card holders, their details and changes must be minuted at School Council.
- The maximum monthly credit limit of the purchasing card for Barton Primary School is \$15,000.
- Card holders must complete an "Undertaking by the Card Holder" agreement which lists the conditions of the use of the purchasing card.
- The card holder must obtain sufficient supporting documentation – receipts/tax invoices in relation to each card transaction showing sufficient descriptive detail of the purchase. This documentation must be handed to the Business Manager for processing as early as possible after the transaction occurs.
- Card holders must not authorise own expenditure.
- Cash advances withdrawals cannot be made with the card.
- The card holder must not use the purchase card for personal expenses.
- Card holders are not permitted to obtain shop loyalty reward points while making purchases on school purchase card.
- The school's Business Manager will ensure acquired goods and services are actually delivered or provided. Prior approval to purchase must be obtained and a school order form completed in most circumstances. If orders are not entered on the system eg camps/conferences, a card holder activity report must be completed, listing each transaction. Purchasing card payments cannot be made to creditors who do not have an ABN or those with a Voluntary Withholding status.
- The purchasing card statement must be reconciled prior to the due date and the school must ensure that enough funds are available in the Official Account prior to the day of the bank sweep. A statement is issued at the end of each month.
- Cardholders must report lost or stolen cards to the issuing bank immediately and notify the School Business Manager no later than the next working day.

## EVALUATION

- Policy will be reviewed annually by School Council.

**Date of approval by School Council**

8<sup>th</sup> March 2018 J. Ilke

