



# SCHOOL PURCHASING CARD POLICY

## Policy Statement

This policy applies to all staff of Carlton North Primary School (CNPS). CNPS recognises its role in the administration of its finances and is committed to providing governance processes for purchasing goods and services. The school purchasing card provides an available, secure process to purchase goods and services directly related to the school's activities in line with the School Budget approved by School Council. This policy needs to be read in conjunction with the School Purchasing Card DET Guidelines and Procedures at:

<http://www.education.vic.gov.au/school/teachers/management/finance/Pages/purchasingcard.aspx>

## Aim

To provide an effective method of payment to support the school's educational and operational activities. Examples of purchases include: student public transport group tickets for excursions and online purchasing of educational resources.

## Guidelines/Implementation

### Specific Responsibilities of School Council

- Appoint relevant personnel to ensure the efficient and effective administration of the school purchasing card.
- Ensure adequate internal controls, security measures, cardholder register, relevant locally-determined category limits and school council reporting procedures to implement and monitor the operation of the school purchasing card.
- Complete and return the Annual Statement of Assurance document regarding appropriate school purchasing card usage, as initiated by the Department of Education and Training.

### Specific Responsibilities of Authorisation Officer (Business Manager)

- Provide a briefing to approved cardholders before use of the school purchasing card.
- Revise the "Undertaking by Cardholder" document for the cardholder/s endorsement and signature for any subsequent changes to purchasing card procedures to each cardholder.
- Approve purchasing card expenditure in accordance with the Department guidelines and school policies.
- Administer and monitor the operation of a purchasing card on a day-to-day basis, ensuring compliance with ministerial guidelines and school council policy.
- Upon monthly submission of card statement and verified documentation by each cardholder, confirm the accuracy of the transactions, confirming expenditure against original school purchase order. Maintain appropriate security for all documentation.
- Ensure that timely receipt and checking procedures complement the 'lead time' necessary for processing and payment of purchasing card statement.
- Investigate any report of loss, misuse or unauthorised transactions immediately.

### Specific Responsibilities of Cardholder

- ensure compliance with the guidelines including: understanding of, and agreement to the terms and conditions
- cardholder to sign purchasing card immediately
- not to exceed prearranged limits when order/s submitted for approval
- use of the school purchasing card for school orders only
- completion of supporting documentation for the school
- reporting theft or loss of school purchasing card immediately to principal and bank
- reporting any unauthorised transactions immediately to authorisation officer/principal

- provision of security of the school purchasing card while in cardholder's possession
- returning the card to the principal upon request

## Links and Appendices

CNPS will adhere to Ministerial Guidelines and Directions 1 – 6, 2008, and to the purchasing guidelines as set out in the DET School Purchasing Card Guides at:

<http://www.education.vic.gov.au/school/teachers/management/finance/Pages/purchasingcard.aspx>

## Evaluation

This policy will be reviewed by 2021 or sooner if required.

This policy was ratified by School Council on 6 September 2017.