

Marlborough Primary School

School Policies Manual



PURCHASE CARD POLICY

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 issued by the Westpac Banking Corporation.

Aim:

To utilize the benefits of a Purchasing Card whilst ensuring the schools procedure's and internal controls meet the Department of Education and Training requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 to 6 of 2005.

Implementation:

- School Council may authorise the Principal as a cardholder. The School Council and the Principal determine other nominated staff members as Cardholders. School Council and the Principal will determine individual credit limits on individual cards. These amounts will be reviewed annually.
- 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 authorized by approving officers as per Department of Education and Training guidelines.
- Cards are to be kept safe by Cardholders when signed out of the school. At all other times, cards will be stored safely at the school.
- Lost cards are to be immediately reported to the appropriate authority by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

Evaluation

- School Council is to review this policy and the use of the Westpac Purchasing Cards annually

This policy was endorsed by School Council on Tuesday, February 23rd, 2016.

Signed.....

School Council President

Signed

Principal