



ANDERSON'S CREEK
PRIMARY SCHOOL

Andersons Creek Primary School

School Number: 5104

PURCHASING CARD POLICY

APPROVED: ACPS SCHOOL COUNCIL

ENDORSED AT: SCHOOL COUNCIL MEETING, 22 FEBRUARY, 2022

Philosophical Basis (Purpose)

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 by the Westpac Bank.

Guidelines (scope)

This policy applies to the Principal, Assistant Principal, Business Manager, School Council and all card holders

Objectives

To utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Training (DET) requirements in accordance with Ministerial Guidelines and Directions 1 to 6 of 2008 issued under Section 5.2.1 of the Education & Training Reform Act 2006.

Implementation (Procedure)

- School Council may authorise the Principal and/or other nominated staff members as cardholders.
- School Council determine the expenditure limit for each cardholder.
- An "Undertaking by the Card Holder is completed by each user according to the agreed amount.
- Ensure that all Westpac Visa Card Purchasing card procedures and controls are met.
- Current cardholders' names, card details and credit limits (School Purchasing Card Register) will be reported to School Council annually.



- Any subsequent changes to the School Purchasing Card Register will be reported to School Council.
- 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 Training guidelines.
- Cards are to be kept safe by Cardholders.
- Lost cards are to be immediately reported to the Westpac Bank and appropriate Authorising Officer (Principal) by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.
- Implement internal control procedures for non-cardholders' access to credit card purchases.

Review

- This policy will be reviewed annually to confirm/enhance internal control.

Definitions

Appendices

None.