



# Purchasing Card

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## 1.0 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 Mastercard by the Westpac Bank.

## 2.0 Goals

To utilize the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Training (DET) requirements.

## 3.0 Implementation

- School Council may authorise the Principal and/or other nominated staff members as Cardholders. School Council will determine individual credit limits on individual cards.
- 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 DET guidelines.
- Cards are to be kept safe by Cardholders.
- 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.

## 4.0 Resources

Purchasing Card Guidelines & Procedures for Victorian Government Schools  
<http://www.education.vic.gov.au/school/principals/finance/Pages/purchasingcard.aspx>

## 5.0 Evaluation

This policy will be reviewed as part of the School's annual policy cycle.

## 6.0 End of Document