

## **SCHOOL PURCHASING CARD POLICY**

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### **Purpose**

To provide guidelines and processes to support Manchester Primary School Council when establishing a Purchasing Card Program, whilst ensuring the school's procedures and internal controls are compliant with Department of Education Policy and Guidelines.

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### **Scope**

This policy applies to Manchester Primary School Councillors and to any staff who have a role within the Purchasing Card Program as an authoriser, administrator or cardholder.

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### **Policy**

The current government contract is for a VISA Corporate Card issued by the Westpac Bank. Manchester Primary School will ensure the following are present:

- adequate internal controls and security measures
- a cardholder register
- locally determined credit limits
- School Council reporting procedures to implement and monitor the operation of the school purchasing card facility.

#### ***School Council***

The Principal and Business Manager are required to attend a Purchasing Card Briefing. Briefings can be organised by contacting the School Finance Liaison Officer (SFLO) or emailing [schoolspurchasingcard@edumail.vic.gov.au](mailto:schoolspurchasingcard@edumail.vic.gov.au).

Manchester Primary School Council will approve the implementation of a Purchasing Card Program, with appropriate card limits. These approvals will be formally minuted.

School Council is responsible for monitoring of spending to ensure that the purchasing cards are being used in accordance with the Expenditure Management guidelines set out in Section 11 of the Finance Manual for Victorian Government Schools.

## ***Authorisation Officer***

Manchester Primary School's Principal will be the Authorisation Officer.

- \* Where the Principal is the cardholder, the School Council President must be the Authorisation Officer for that card.

As the Authorisation Officer, the Principal/School Council President is responsible for:

- briefing cardholders and ensuring they complete an *Undertaking by Cardholder* form
- approving expenditure
- monitoring transactions, statements and reports

The Authorisation Officer must ensure all processes and procedures comply with Department requirements and this policy.

The Authorisation Officer will terminate or deactivate cards when no longer needed.

## ***Card holder***

Each cardholder must complete an *Undertaking by Cardholder* form agreeing to conditions and limits before a card may be ordered.

Cardholders must be Department employees who have been approved by the school council.

The card must never be used for payment of personal expenses of any nature or to withdraw a cash advance.

Cardholders must not allow any unauthorised persons to use the Purchasing Card.

The Cardholder will be held personally liable for any unauthorised use of the Purchasing Card, unless the unauthorised use is the result of the Purchasing Card being lost or stolen, or the result of fraud on the part of a third party.

Lost or damaged cards are to be immediately reported to Westpac and the appropriate Authorisation Officer.

The Cardholder is responsible for providing all receipts, to reconcile a monthly statement.



## UNDERTAKING BY THE CARDHOLDER

### School Purchasing Card

#### Agreement and Acknowledgment by Cardholder

Name of Cardholder: \_\_\_\_\_

Position: \_\_\_\_\_

School Council President: \_\_\_\_\_

I understand and agree that the School Purchasing Card is issued to me on the express understanding that I will, at all times, comply with the following conditions:

#### USE

1. I will only use the School Purchasing Card for proper school purposes.
2. I can use the School Purchasing Card to a maximum limit of \$(*insert number*)<sup>\*</sup> in any one transaction and to a maximum monthly limit of \$(*insert number*)<sup>\*</sup>.
3. I will not split transactions on the School Purchasing Card to avoid exceeding purchasing card transaction limits.
4. My use of the School Purchasing Card is subject to the following restrictions on transaction types: (*please specify*)<sup>\*</sup>
5. I will use the School Purchasing Card in accordance with the terms and conditions issued by the *Westpac Banking Corporation* relating to its use.
6. I will not use the School Purchasing Card to obtain cash.
7. I will not use the School Purchasing Card to pay for tips or gratuities.
8. I will not permit the School Purchasing Card to be used by any person other than myself.
9. I will ensure that each transaction made using the School Purchasing Card is substantiated by original supporting documentation.
10. I will take adequate and reasonable measures to protect the School Purchasing Card from being lost, stolen or misused.

#### LOST OR STOLEN CARDS

11. I will immediately report the loss or theft of my School Purchasing Card to the *Westpac Banking Corporation* (using the 24 hour emergency number) and to the Authorisation Officer.

#### UNAUTHORISED TRANSACTIONS

12. I will immediately report any suspected or known unauthorised use of the School Purchasing Card to the *Westpac Banking Corporation* (using the 24 hour emergency number) and to the Administration Officer.

#### MONTHLY RECONCILIATION

13. I will review the monthly statement issued to me by the *Westpac Banking Corporation* for completeness and accuracy, and will ensure that transactions appearing on the statement are matched to original supporting documentation. I will:

- ensure that discrepancies on the monthly statement are followed up with the *Westpac Banking Corporation* and promptly advised to the Authorisation Officer;
- ensure that goods, services, equipment or material paid for using the School Purchasing Card are actually delivered or provided;
- ensure that credits on the School Purchasing Card are raised as soon I become aware that goods, services, equipment or material are not delivered or provided in accordance with original expectations;
- verify that all transactions on the monthly statement can be reconciled with any report issued by the accounting program used by the school council from time to time; and
- submit any such report, together with the verified monthly statement to the Authorisation Officer for approval prior to any payment by the school council to the *Westpac Banking Corporation*.

#### RETURN OF SCHOOL PURCHASING CARD

14. I will immediately return the School Purchasing Card to the Authorisation Officer if:
  - I resign or retire, or if I am transferred to another school, or if my services as an employee are otherwise terminated;
  - the purpose for which the School Purchasing Card was issued to me has terminated or ceased; or
  - the School Purchasing Card is withdrawn by the Authorisation Officer or cancelled by the *Westpac Banking Corporation*.

#### PERSONAL INFORMATION

15. I consent to my personal details and my date of birth being disclosed by the school council to the *Westpac Banking Corporation* for use only in connection with the issue to me of a School Purchasing Card.

#### DECLARATION

16. I confirm that I have access to only one School Purchasing Card.
17. I acknowledge receipt of
  - Ministerial Guidelines and Directions 1 to 6 of 2008;
  - School Purchasing Card – DEECD Guidelines and Procedures, and
  - the terms and conditions relating to the use of the School Purchasing Card issued by *Westpac Banking Corporation*
18. I have been briefed on all aspects of the operation and use of the School Purchasing Card.

Date:

\_\_\_\_\_

Name of Cardholder

\_\_\_\_\_

Signature of Cardholder

\_\_\_\_\_

Name of Principal

\_\_\_\_\_

Signature of Principal

\*Note: Amounts and restrictions pre-approved and minuted at School Council must be filled in prior to all parties signing.

[Undertaking by cardholder \(Word\)](#)

## Further Information and Resources



DET – PAL Policy and Advisory Library: [Purchasing Card](#)

- [Procurement — Schools Policy](#)
- [School Purchasing Card Guidelines and Procedures](#)
- [Finance Manual — Financial Management for Schools](#)
- [Undertaking by cardholder \(Word\)](#)

## Resources

A useful Department of Education Guide with a brief outlines of information for staff

- [Schools purchasing card: Department guidelines and procedures \(PDF\)](#)



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## School Purchasing Card Policy Review

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This policy was updated on:

**Date: March 2023**

**Evaluation and Review: February 2024**

**Ratified and Approved by School Council: March 2023**