



# PURCHASE CARD POLICY

## Basic Beliefs

Berwick Lodge Primary School Council has a responsibility to manage school funds and in doing so is authorised to approve the use of a School Purchase Card for the purchase of goods, services, equipment or materials.

## Goals

- To streamline and enhance flexibility by introducing access to remote/external funds in situations where normal school purchasing procedures are not practicable.
- To comply with all DET Purchase Card guidelines and audit requirements.
- To maintain stringent internal controls over school Purchase Orders.

## Guidelines

- School Council will approve all Purchase Cards prior to them being issued and be responsible for determining the number of cards issued and the monetary limits set on these cards.
- All Purchase Card holders will be listed in the Purchase Card Register, to be maintained by Administration.
- The Principal and School Council President will be designated the Authorising Officers, who with Council approval, can authorise the creation of a new Purchase Card, change transaction or monthly limits and cancel existing cards.
- The Business Manager will be designated 'Point of Contact' for the Purchase Cards with the CBA. A point of contact has no authority to issue cards or change cardholder limits, but is able to contact the bank and request information about the Purchase Card facility.
- Purchase Cards will only be issued after the user has completed and signed an 'Undertaking by the Cardholder' form which outlines their responsibilities as a cardholder.
- Purchase cards must not be used to obtain cash advances.
- All purchases made using the Purchase Cards must be supported by the appropriate receipts and tax invoices.

- Goods and services purchased with the card must follow the guidelines set out in the Berwick Lodge Primary School Purchasing Policy.
- Each monthly Purchase Card statement must be signed by the card holder and submitted to the Authorising Officer for approval. A Purchase Card held by the Principal is to be approved by the School Council President.
- The monthly Purchase Cards statements are to be attached to the relevant reports (CASES21F) and tabled at School Council through the Resources Sub-Committee.

### **Responsibility for Implementation**

In consultation with the Principal and Business Manager, the Management Sub-Committee will monitor and make recommendations

### **Date Passed by School Council**

The Purchase Card Policy was passed by School Council on 19<sup>th</sup> February 2018.

### **Proposed Date of Review**

The Management Sub-Committee will be responsible for coordinating and planning the review of the Purchase Card Policy, under the auspices of School Council. In line with Department of Education and Training requirements the Purchase Card Policy will be reviewed on an **annual** basis.