



PURCHASING CARD POLICY

PURPOSE

To provide guidelines and processes to support Orchard Grove Primary School school council when establishing a Purchasing Card Program, whilst ensuring the school's procedures and internal controls are compliant with DET Policy and Guidelines.

SCOPE

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

POLICY

The current government contract is for a VISA Corporate Card issued by the Westpac Bank. Orchard Grove Primary School will ensure the following are present and regularly reviewed and maintained:

- 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

Orchard Grove 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.

Program Administrator

Must ensure:

- The employee reads the Card Providers term and conditions provided with the card;
- The employee reads and signs the “understanding by the Cardholder”
- The employee is appropriately trained on the operation and use of purchasing cards
- The employee signs the purchasing card immediately
- Any changes in policies or guidelines are communicated to the cardholders in a timely manner.

Authorisation Officer

Orchard Grove 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:

- ensuring cardholders complete the School Purchasing Card online module
- 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.

Where the Principal is the cardholder, the school council president must be the Authorisation Officer for that card.

Card Holder

Each cardholder must:

- sign and comply with the *Undertaking by Cardholder* form agreeing to conditions and limits before a card may be ordered.
- only use the purchasing card for official business and follow the policies and applicable legislation. Failure to do so will result in immediate cancellation of the card.
- be Department employees who have been approved by the school council.
- Act in the interest of the State and DET and not for personal interests
- Perform their duties honestly with skill and care
- Sign the purchasing card immediately upon receipt
- Use the purchasing card within the card limit
- Take measure to protect the card from being lost, stolen or misused and must not allow any other person to use their card.
- Must immediately

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

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.

Westpac Purchasing Card Holders:

1. New Card to be ordered for Michelle Ogilvie Credit Limit \$15,000

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

DET Policy and Advisory Library:

[Finance Manual – Financial Management in Schools](#)

[Section 11 – Expenditure Management](#), Purchasing Card 11.7 School Purchasing Card resources

[Procurement – Schools Policy](#)

Review Cycle And Evaluation

Ratified by school council 2023

Scheduled for review in February 2024