Rationale:
The Purchasing Card Facility has been approved by the Minister as an addition to the Department endorsed purchasing practices in place in schools. It can be used by school based staff for making payment for goods and services on the school’s behalf.

Aims:
- To enhance current methods of payment for purchases to assist with flexibility, time saving and convenience.
- To provide clear documentation of processes and internal control procedures

Implementation:
- At Buninyong Primary School Purchasing Cards will be transacted using DET approved Purchasing Cards supplied by Westpac Bank in line with DET contract.
- The school purchase order must be used to place orders, regardless of the payment method. Adherence to current purchasing guidelines also remains in place. (see Purchasing Policy)
- Where the expenditure is likely to be incurred by a cardholder on an excursion, camp or away from the school, pre-approval for expenditure to a pre-arranged upper limit should be in place prior to the event taking place.
- The Principal - appointed by school council, will be the authorisation officer and will:
  - Ensure that all approved purchasing card holders receive a briefing on the use under specific guidelines and completes ‘Undertaking by Cardholder’ proforma which forms part of Ministerial Guidelines and Directions 1-6 of 2008.
  - Determine which personnel and activities will be eligible to use the purchasing card
  - Determine the expenditure limit for each cardholder and provide financial delegation to this upper limit. (The maximum monthly limit of $15,000 placed on each purchasing card is mandated under Ministerial Guidelines and Directions 1-6 of 2008.
  - Current cardholders and monthly limits are:
    - Dave Young $15,000 limit
    - Narelle Sullivan $5,000 limit
    - Tracey Coats $5,000 limit
    - Tracey-Lee Stevens $5,000 limit
  - Where the Principal is a card holder, the School Council President will be the authorisation officer for that card.
  - Ensure the cardholders’ names, card details, and other information are minuted at school council, and any subsequent changes reported.
  - A register of authorised users will be maintained
  - A combination of any two of the School Council signatories will authorise all transactions and sign a Transaction Report and appropriate CASES21 documents to ensure validation of all transactions
  - A cardholder cannot authorise their own transaction records
  - The Business Manager with approval from the Principal and School Council will have authority to operate the Purchasing Card package including liaising with Westpac Bank, maintaining levels of access and creating transactions
  - The Business Manager, with approval from the Principal School Council, will authorise appropriate administration office staff to monitor transactions and reconcile statements monthly
  - A statement of Purchasing Card transactions will be tabled at School Council meetings
  - Purchase cards will be kept in a safe and secure position in the school office when not in use
  - An Annual Letter of Assurance document regarding appropriate usage of the school purchasing card will be completed and returned under provisions of a “Finance Code of Practice” (Standing Directions of the Minister for Finance under the Financial Management Act 1994)
  - All cases of suspected or actual theft of money, fraud, misappropriation or corruptions are to be reported to the Principal and Executive Director, Audit and Risk Division, DET fraud.control@edumail.vic.gov.au

Evaluation:
This policy will be reviewed by School Council on an annual basis
Reference: - DET Purchasing Card Policy and Guidelines