# UNDERTAKING BY THE CARDHOLDER School Purchasing Card Agreement and Acknowledgment by Cardholder

Name of Cardholder:
Position:
School Council President:
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:

- 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)\* in any one transaction and to a maximum monthly limit of \$(insert number)\*.
- 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)\*
- 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**

USE

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 DET Guidelines and Procedures, and
  - Westpac Administrator Guide for Victorian Government Department of Education and Training.
- 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.