



CLIFTON HILL PRIMARY SCHOOL PURCHASING CARD POLICY 2020

PURPOSE

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

The ability to use a school purchasing card will allow schools to engage a third party company or product to facilitate electronic payments by way of credit card transactions through a secure internet payment gateway.

A purchasing card is an enhancement to current purchasing methods, to assist with flexibility, time saving and convenience.

All normal procurement processes apply for the use of the purchasing card, e.g. quotes, purchase orders (approval to purchase) and tax invoices are required. The Purchasing Card Facility has been approved by the Minister as another method of payment for goods and services.

SCOPE

This policy applies to Clifton Hill Primary School Councillors and to any staff who have a role with 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. Clifton Hill 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

Authorisation Officer

Clifton Hill 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 Office must ensure all processes and procedures comply with Department requirements and this policy.

Cardholder

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.

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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.

Additional controls are:

School Council and Principal to determine which personnel and activities are eligible or use of purchasing card.

School Council to determine expenditure limit for each cardholder and provide financial delegation to this upper limit.

Determine and document arrangements for safe and secure custody of the purchasing card.

Arrange for monthly purchasing card statements to be attached to relevant reports (CASES21) and tabled at School Council meetings.

REVIEW CYCLE

This policy was last approved by school council in September 2020 and is scheduled for review in September 2022.

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185 GOLD STREET CLIFTON HILL VICTORIA 3068 AUSTRALIA
T 03 9489 8333 F 03 9481 1910 clifton.hill.ps@edumail.vic.gov.au