



PURCHASING CARD POLICY 2022

Rationale:

- The School Council is responsible for the financial management of the school. School purchasing cards impact on the finances of the school, as they are another means of acquiring goods and services. School Council should ensure “best practice” conditions are in place to manage financial accountability and optimum internal control.

Aims:

- To offer enhancements to the methods of purchasing
- To assist with flexibility, time saving and convenience
- To improve internal financial control

Guidelines:

- Kororoit Creek Primary School Council authorises:

Bethany Saunders – Principal Limit \$15,000.00 , Alan Noye – Assistant Principal Limit \$15,000.00 and Karen Ogilvie – Acting Business Manager Limit \$5,000.00 to use Westpac Credit Cards (Purchasing Cards) to purchase goods and services.

- All credit card purchases must be directly related to the school.

Implementation:

- Cardholders must not authorize their own expenditure; all proposed expenditure is to be approved by the Authorisation Officer.
- Monthly cardholder statements are reported and minuted at School Council.
- All Westpac Visa cards and DET purchasing card procedures and controls must be met.
- Names of card holders, their details and changes must be minuted at School Council.
- The maximum monthly combined credit limit of all Purchasing cards for Kororoit Creek Primary School is \$35,000.00.
- Card holders must complete an “Undertaking by the Card Holder” agreement which lists the conditions of the use of the purchasing card.
- The card holder must obtain sufficient supporting documentation – receipts/tax invoices in relation to each card transaction showing sufficient descriptive detail of the purchase or service. A school order form must be completed and be reconciled against dockets produced by purchaser.
- This documentation must be handed to the Business Manager for processing as early as possible after the transaction occurs.
- Purchasing card payments cannot be made to creditors with a Voluntary Withholding status.
- Purchasing card statements must be reconciled prior to the due date and the Business Manager must ensure that enough funds are available in the Official Account prior to the day of the bank sweep.
- A card statement is issued at the start of each month for the previous month and the Official Account will be swept each month for the total statement amount.
- Cardholders must report lost or stolen cards to the issuing bank immediately and notify the School Business Manager no later than the next working day.
- The Purchasing Cardholder register in CASES21 must be kept up to date.

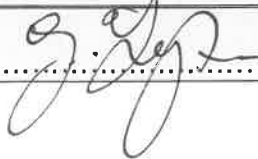
Kororoit Creek Primary School has a zero tolerance for any form of child abuse

** This policy is written in consultation with DET Guidelines.*

Evaluation:

- This policy will be reviewed annually by School Council to confirm and enhance internal control procedures

THIS POLICY WAS RATIFIED BY KOROROIT CREEK SCHOOL COUNCIL ON 23rd FEBRUARY 2022



.....SCHOOL COUNCIL PRESIDENT