|  |  |
| --- | --- |
| http://romseyps.vic.edu.au/images/logo.jpg**DARE TO BE EXCELLENT** | **ROMSEY PRIMARY SCHOOL** **PURCHASE CARD POLICY** |

**Rationale:**

The Department of Education and Training approved the implementation of a ‘WESTPAC Mastercard’ as an addition to the current DET endorsed purchasing practices in place in Government schools.

The WESTPAC Purchasing Card is offered as an enhancement to current methods of purchasing to assist with flexibility, time saving and convenience. Card implementation and usage is maintained under ‘best practice’ conditional to ensure financial accountability and optimum internal controls.

School Council must ensure that there are additional controls in place specifically for the introduction and use of the Purchasing Cards.

**Aims:**

To provide an effective and efficient process for acquiring goods identified by School Council for purchase.

**Implementation:**

* School Council and the Principal are responsible for the Financial Management of the School.
* Financial accountability and responsibility for School transactions remain with the School Principal.
* School Council and the Principal will determine which personnel will be eligible to use the Purchasing Card.
* The School Council and Principal will determine the expenditure limit (maximum $2,000) for each cardholder and provide financial delegation to this upper limit. The Principal maximum limit will be determined (Max $5000)
* School Council will ensure that each identified cardholder who agrees to be issued with a Purchasing Card completes an ‘Undertaking by Cardholder’ which forms part of the Ministerial Guidelines and Directions 1-6 of 2005.
* The School Council, after advice from the Principal, will appoint an ‘Authorisation Officer’ such as the Business Manager.
* The School Principal shall appoint relevant personnel to ensure the efficient and effective administration of the Purchasing Cards.
* The School Principal and Business Manager will ensure that each Purchasing Cardholder completes a monthly ‘User Activity Statement’ and forwards to the administration office for audit purposes.
* A purchase order will be written and signed by the School Principal to authorise purchases
* All transactions completed by the School Principal will be approved the Council President.
* The Principal will ensure that:
1. All approved purchasing card holders receive a briefing on the use of the cards.
2. The Cardholders names, limits, card details and other information are minuted at School Council and any subsequent changes.
* The Business Manager will ensure that monthly purchasing card statements are attached to the relevant C21 reports and tabled at the Finance Committee Meetings and School Council.

**Evaluation:**

This policy will be reviewed as part of the School’s three-year review cycle.

 This policy was last ratified by School Council in.... **February 2018**

Reference:

 [www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx](http://www.education.vic.gov.au/school/principals/finance/Pages/guidelines.aspx)