

# School Purchasing Card



## **Scope**

This policy applies to all staff of Chiltern Primary School who have authorised School Purchasing Cards issued in their name.

## **Background**

Chiltern Primary School recognises its role in the administration of its finances and the well-being of its staff and is committed to providing the most appropriate processes of purchasing and ordering.

## **Definition**

Cardholder: Staff member nominated by Chiltern Primary School Council who are able to use and have a purchasing card in their name and who agree to all conditions.

Defined Limit: Limit set on a cardholder's dollar limit as set by the School Council

Direct Debit Sweep: Finances debited from our account by the bank 10 days after beginning of the month.

Purchasing Card Cardholder Register: Document held for audit purposes and presented to the School Council which shows cards, issue date and dollar limit

Undertaking by the Cardholder: Form completed fully and signed for each card stating holder's conditions and limits.

Authorisation Officer: the Principal, who sights the cardholders, briefs the cardholder, approves expenditure, monitors transactions, statements and reports. Processes and procedures must comply with DET requirements and regulations.

## **POLICY**

To provide a transparent, accountable and secure process to purchase goods and services when normal/current processes are unavailable, e.g. purchasing on-line, excursions

## **PURCHASING CARD REGISTER**

The Business Manager will be required to maintain a current "Purchasing Card Cardholder Register" for administration and audit purposes. This Register should hold a copy of the Council Minutes recommending an applicant to become a cardholder.

## **SECURITY OF CARDS**

Each cardholder must take maximum care in ensuring the safe custody of their credit card. It is the cardholder's responsibility to ensure that lost, stolen or misplaced cards are reported to the bank immediately. The telephone number to report a missing card is on each monthly statement issued. In addition, the Business Manager must be advised of the card loss on or by the next working day.

## **CARD LIMITS**

Each cardholder will have a card expenditure limit:

- Principal \$2500
- Business Manager \$500
- Classroom Teachers \$500

## **USAGE OF CARDS**

- Credit cards must only be used by the authorised cardholder
- Personal expenditure is not permitted under any circumstances
- No cash advances are available on the Purchasing Card
- No 'Rewards' schemes are able to be linked to the Purchasing Card
- No purchases exceeding the defined limit on the card
- Cardholders must confirm with Business Manager that their intended purchases come from valid ABN holders or those with a voluntary withholding status
- Cardholders must ensure their receipts have 'Tax Invoice' on it or the stamp from the supplier
- EFTPOS receipts are not deemed to be sufficient evidence of goods purchased
- No personal items may be listed on the receipt issued from the Purchasing Card
- Purchase Orders (current practices) must be used to initiate or ratify expenditure
- All current Internal Controls for Finance in place at the school must be maintained with use of the Purchase Card
- The Business Manager will be required to check all amounts on the statement against receipts supplied by the cardholder
- The Business Manager will pursue all cardholders if there are any anomalies with their entries
- The Business Manager will pursue all enquiries with the bank in a timely fashion, if possible before the monthly Direct Debit Sweep.

## **TERMINATION OF CARDS**

The Authorisation Officer will terminate or deactivate cards when no longer needed – most particularly those cards issued for a specific purpose

When a staff member terminates their employment with the school, the Authorisation Officer will advise the bank regarding the destruction of the card.

If there is a case of non-compliance with the above policy points, a staff member may have their card holding rights revoked upon instruction of the School Principal.

### **Review**

This policy is to be reviewed annually by the Management Sub Committee

This policy was last ratified by School Council on **8<sup>th</sup> February 2021**