POLICY NO.80  PURCHASING CARDS

Written by: D. Mulqueen
Date approved by School Council: 10/08/09
Reviewed by: Sharon Juriansz, Jane Satchwell
Represented to School and approved: 13/08/2012

Rationale:
To ensure ‘best practice’ conditions are in place to ensure financial accountability and optimum internal control relating to the use of school purchasing card

Aims:
- To outline procedures for purchasing card usage.
- Purchasing cards assist with flexibility, are time saving and more convenient in relation to school purchases in certain situations eg camps/excursions/conferences.

Implementation:
Chelsea Heights Primary School Council authorises its principal Class Officers – Jane Satchwell, Principal and John Mace, Assistant Principal to use WESTPAC Visa Cards (Purchasing Cards) to purchase goods and services for the school.

- 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 Chelsea Heights Primary School is $10,000. The monthly expenditure limit is $5,000 for each cardholder and the transaction limit is $2,500.
- The two Authorising Officers are the Principal, Jane Satchwell and Robyn Erwin, School Council President.
- 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. This documentation must be handed to the Business Manager for processing as early as possible after the transaction occurs.
- The school’s Business Manager will ensure acquired goods and services are actually delivered or provided. Prior approval to purchase must be obtained and a school order form completed in most circumstances. If orders are not entered on the system eg camps/conferences, a card holder activity report must be completed, listing each transaction. Purchasing card payments cannot be made to creditors who do not have an ABN or those with a Voluntary Withholding status.
- Purchasing card statements must be reconciled prior to the due date and the school must ensure that enough funds are available in the Official Account prior to the day of the bank sweep. A statement is issued as at the end of each month and accounts will be swept on the 10th day of the following month.
- 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.
- A Purchasing Cardholder register is kept in the school safe listing cardholder details.

Evaluation:
This policy will be reviewed annually.

Related Policies:
Policy # 12 Finance Committee
Policy # 77 EFTPOS transactions