

School Purchasing Card Policy



RATIONALE

Kingswood is committed to delivering the best education, innovative practices and student experience that builds the foundation for a successful life for each student. To facilitate the efficient running of the school and support the strategic goals and priorities, School Council may authorise school based staff to be issued with a purchasing card to purchase goods, services, equipment or material. This card will be a Visa issued by the Westpac Banking Corporation (WBC).

AIMS

To utilise the benefits of a Purchasing Card whilst ensuring the school's procedures and internal controls meet the Department requirements in accordance with **Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 – 6 of 2008.**

IMPLEMENTATION

- The School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- A School Purchasing Card Agreement and Acknowledgement form is to be completed by the Cardholder.
- Current cardholders and credit limits will be reported to the School Council annually.
- All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorised by approving officers as per Department guidelines.
- In the event of a lost or stolen receipt a statutory declaration must be submitted.
- Lost cards are to be immediately reported to the Westpac Bank and appropriate Authorising Officer (School Principal) by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

REFERENCES

- Department School Purchasing Card Guidelines and Procedures (pdf - 629.04kb)
- Department Westpac Administration Guide (pdf - 456.48kb)
- Department Ministerial Guidelines and Directions (pdf - 460.12kb)

EVALUATION

This policy will be reviewed as part of the school's annual review cycle.

Review

Version	Edited By / Comments	Next Review
August 2016	Finance Subcommittee	June 2017
February 2017	Finance Subcommittee	February 2018