

St. Albans Primary School

PURCHASING CARD POLICY

PURPOSE

A Purchasing Card is utilised whilst ensuring the school's procedures and internal controls meet the Department of Education and Training's (DET) requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 to 6 of 2005. DET's Values and Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness are also followed.

SCOPE

St Albans Primary School Council is authorised to purchase goods, services, equipment or material for the purposes of the school using a School Purchasing Card. The School Council may authorise school based staff to be issued with a purchasing card to purchase goods, services, equipment or material using this card. This card will be a VISA card issued by Westpac.

POLICY

- The Principal, Assistant Principal, Wellbeing Manager and the Business Manager may each have a school purchasing card.
- Current cardholders and credit limits will be reported to 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 DET guidelines.
- Cards are to be kept safe by Cardholders.
- Lost cards are to be immediately reported to the appropriate authority by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.
- Statements are tabled at School Council and accepted by School Council.

FURTHER INFORMATION AND RESOURCES

Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 to 6 of 2005

REVIEW CYCLE

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

DOCUMENT STATUS

Reviewed	School Council Ratification	Next Review
School Council Meeting	February, 2019	February, 2020