

# School Purchasing Card Policy

(Ratified by School Council: February 2023)

## **PURPOSE:**

To purchase goods, services, equipment or material for the purposes of the school, a School Purchasing Card may be authorised by School Council. 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 is a VISA card from the Westpac Bank.

## **GUIDELINES:**

All purchases of goods, services, equipment, or materials must be directly related to the school. The School Council, Principal and Business Manager should ensure that the schools' procedures and internal controls meet the Department of Education and Training (DE, formerly known as DET) requirements in accordance with *Section 14A of the Education Act 1958 Ministerial Guidelines* and *Directions 1 to 6 of The Ministerial Guidelines and Objectives 2008*.

The use of purchasing cards in schools can result in better cash flow management, reduced level of documentation, enhanced purchasing processes, and improved internal controls. An obvious area of advantage is that of external or remote access to funds, for example on camps.

Westpac Institutional Banking Corporation has been awarded the Whole of Government contract for the provision of Cash and Banking Services. This contract includes the Department's Schools Purchasing Card facility that is endorsed as the Westpac Visa Card.

The Purchasing Card Facility has been approved by the Minister as an addition to the Department's endorsed purchasing practices in place in schools.

## **DE Purchasing Card Briefings**

Principals and Business Managers are required to attend a Schools Purchasing Card Briefing, prior to the facility initially being approved by School Council. This process will continue to be required for all new facilities where the staff have not previously attended a briefing.

Principals and Business Managers who attended a purchasing card briefing more than 18 months ago and did not take up the facility, should attend the next briefing in their region prior to school

council approval. Dates for the School Purchasing Card Briefings can be obtained from the School Finance Liaison Officer (SFLO) or email [schoolspurchasingcard@education.vic.gov.au](mailto:schoolspurchasingcard@education.vic.gov.au)

#### **IMPLEMENTATION:**

- School Council may authorise the Principal and/or other nominated staff members as cardholders.
- 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 authorized by approving officers as per DE guidelines.
- Cards are to be kept safe by cardholders.
- Lost cards are to be immediately reported to the Westpac Bank and appropriate Authorizing Officer by the relevant cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.
- Monthly expenditure reports are to be presented to School Council.

#### **RELATED LEGISLATION:**

##### ***Ministerial Guidelines and Objectives: 1 TO 6 OF 2008***

- Issued under Section 5.2.1 of the "THE EDUCATION AND TRAINING REFORM ACT 2008"

##### ***School Purchasing Card- Department Guidelines and Procedures***

- Published by the Communications Division for Financial Services Division DE, Melbourne. *Publishing Date: January 2015*  
<https://www.education.vic.gov.au/Documents/school/principals/finance/Card%20guidelines%20and%20procedures%20v4.4.pdf>

#### **RELATED POLICIES:**

- Investment Policy

#### **POLICY EVALUATION:**

Evaluation will be conducted annually by the Business Manager, Principal, Administration and Finance Committee of the School Council.

#### **DUE DATE FOR REVIEW:**

This policy is due to be reviewed in February 2024.