



Reviewed: 29 April 2022

School Council Ratified: 9 May 2022

Next review: 2023

## Purpose

To provide guidelines and processes to support Greenhills Primary School Council when establishing a Purchasing Card Program, while ensuring the school's procedures and internal controls are compliant with the Department of Education and Training's policies and guidelines.

Purchase Cards provide an available and secure process to purchase goods and services when normal/current processes are unavailable (e.g. purchasing online, transactions with overseas providers and on approved excursions/camps).

## Policy Statement

The School Council is responsible for the financial management of the school. School Council ultimately confirms and acknowledges transaction revenue and expenditure by prior approval or ratification. The introduction of a purchasing card affects the School Council, as it represents another means of acquiring goods and services for the school.

It is recommended that the School Council formally adopt procedures in order to ensure card implementation and usage is maintained under best practice conditions to ensure financial accountability and optimum internal control. This policy applies to Greenhills Primary School Councillors and to any staff who have a role within the Purchasing Card Program as an authoriser, administrator or cardholder.

## Implementation and Administration

The current government contract is for a VISA Corporate Card issued by the Westpac Bank.

Greenhills Primary School will ensure the following are present and regularly reviewed and maintained:

- adequate internal controls and security measures
- a cardholder register
- locally determined credit limits
- School Council reporting procedures to implement and monitor the operation of the school purchasing card facility

School Council is responsible for monitoring of spending to ensure that the purchasing cards are being used in accordance with the Expenditure Management Guidelines set out in Section 11 of the *Finance Manual for Victorian Government Schools*.

## Cardholders

- Each cardholder must complete an Undertaking by Cardholder form agreeing to conditions and limits before a card may be ordered.
- Cardholders must complete the School Purchasing Card online module.
- Cardholders must be Department of Education and Training employees who have been approved by the School Council.
- The card must never be used for payment of personal expenses of any nature or to withdraw a cash advance.
- Cardholders must not allow any unauthorised persons to use the Purchasing Card.
- Cardholders will be held personally liable for any unauthorised use of the Purchasing Card, unless the unauthorised use is the result of the Purchasing Card being lost or stolen, or the result of fraud on the part of a third party.
- Lost or damaged cards are to be immediately reported to Westpac and the appropriate Authorisation Officer.



- Cardholders are responsible for providing all receipts, to reconcile a monthly statement.

## **Purchasing Card Storage**

- All cards must be stored in the school safe when not in use.

## **Purchasing Card Use**

- No cash advances are available on the Purchasing Card
- No 'Rewards' schemes are able to be linked to the Purchasing Card
- Purchases must not exceed the defined card limit
- Cardholders must confirm with finance staff at the school that their intended purchases come from valid ABN holders or those with a voluntary withholding status
- Cardholders must ensure receipts have "Tax invoice" on them, 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 still be used to initiate or ratify expenditure
- All current internal finance controls in place at the school must be maintained with use of the purchase card
- Cardholders are responsible for providing all receipts, to reconcile a monthly statement
- Cardholders must not allow any unauthorised persons to use the Purchasing Card
- Cardholders will be held personally liable for any unauthorised use of the Purchasing Card, unless the unauthorised use is the result of the Purchasing Card being lost or stolen, or the result of fraud on the part of a third party
- The Authorisation Officer will be required to check all amounts on the statement against receipts supplied by the Cardholders
- The Authorisation Officer will pursue all cardholders if there are any anomalies with their entries
- The Authorisation Officer will pursue all enquiries with the bank in a timely fashion, if possible before the monthly Direct Debit Sweep
- Cardholders must immediately report any stolen or damaged card to the Authorisation Officer

## **Purchase Card Termination**

- The Authorisation Officer will terminate or deactivate cards when no longer needed – most particularly those cards issued for a specific purpose, such as an international excursion etc.
- When a staff member terminates their employment with the college, 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.

## **Authorisation Officer**

Greenhills Primary School's Principal will be the Authorisation Officer. Where the Principal is the Cardholder, the School Council President must be the Authorisation Officer for that card.

As the authorisation officer, the principal/school council president is responsible for:

- briefing Cardholders and ensuring they complete an Undertaking by Cardholder form
- ensuring Cardholders complete the School Purchasing Card online module
- approving expenditure
- monitoring transactions, statements and reports

The Authorisation Officer must ensure all processes and procedures comply with the Department Education and Training's requirements and this policy.



The Authorisation Officer will terminate or deactivate cards when no longer needed.

## Communication

This policy will be communicated to staff in the following ways:

- Made available to all staff who are involved with, or responsible for, a school purchasing card
- Included in staff handbook/manual
- Discussed at staff briefings/meetings (as required)

## Further Information and Resources

In the Department of Education and Training's Policy and Advisory Library, [PAL Finance Manual – Financial Management in Schools](#):

- [Section 11: Expenditure Management](#), Purchasing Card 11.7, School Purchasing Card resources, located on the Resources tab under the Banking sub-heading
- [PAL Procurement: Schools Policy](#)