



PURCHASING CARD POLICY 2023

Rationale:

The Department of Education and Training has endorsed the use of School Purchasing Cards – commercial cards – and has approved the distribution of such cards to Government School personnel. There are strict guidelines for the use of such cards. The Guidelines bind School Councils and are not subject to policy interpretation by Schools. Cranbourne East Secondary College has endorsed the limited use and availability of the Purchasing cards by designated Officers.

Ms Meagan Cook, Mr Craig Allender, Mr James Seeary and Mrs Zovinar Sharlassian – use of credit card for authorised college expenditure.

Aims:

- To ensure proper financial transaction and accountability processes
- To streamline purchasing activities by reducing the reliance on the time-consuming process of invoice – cheque-receipt
- To enable on-line, electronic purchasing in and beyond Australia.

Implementation:

- Designated Principal and International Student Co-Ordinator approved to solely have the use of School Purchasing Cards
- School Purchasing Cards are Visa Corporate cards which require the application of a signature and Pin number to activate them
- A total sum for all cards not to exceed \$45,000 expenditure
- Card users are required to provide receipts for all expenditure and to be able to verify the nature of purchases
- School Purchase cards are only permitted to be used on school-related purchases in relation to international expenses and authorized expenses approved by the Principal and processed by the Business Manager. It is not permitted to have a part-private purchase as part of a school purchase-card transaction
- No accumulation of any benefit scheme (including fly-buys, petrol credits or the like) is allowable for individual benefit in relation to the use of School Purchase Cards
- School Purchase Cards must be signed immediately they are received and are to be always kept securely. These are held in secure facilities in the College strongroom
- All purchases must be authorised by the Principal
- Credit card purchases will be tabulated monthly or upon receipt of statement and itemized for scrutiny by School Council as part of the overall financial report
- In the event of a lost credit card, it is the responsibility of the holder to immediately notify the “Stolen Credit Card +61 3 6345 1058, and advise the operator of the number of the credit card that is missing

- All users, administrators and School Councillors are obliged to adhere to the requirements of regulations, rules and expectations of the DET and the card issuer notwithstanding anything contained in this policy
- Documentation of individual transactional activity must be tabled at School Council meetings and signed by the School Council President and Secretary monthly or as close to monthly as scheduled School Council meetings allow
- Purchasing Card Register for Cardholder's to sign upon release and returning of cards
- Exiting Staff will relinquish usage of the Westpac Card upon notification of resignation/retirement/transfer and card will be cancelled immediately.

REVIEW AND RATIFICATION

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

Ratified by School Council: 13th February 2023