

School Purchasing Card

2.9A Policy



Scope

This policy applies to all staff of the Coburg Special Developmental School

Background

Coburg Special Developmental School recognises its role in the administration of its finances and the well-being of its staff and is committed to providing the most appropriate processes of purchasing and ordering.

Definitions

Applicant: Staff member who applies for a purchase Card

Cardholder: those persons of staff agreed to by School Council as able to use and have a purchasing card in their name and who agree to all conditions

Defined Limit: Limit set on a card holder's dollar amount.

Direct Debit Sweep: Finances debited from our account by the bank 10 days after beginning of the month

Purchasing Card Cardholder Register: document held by Authorisation Officer stating who holds cards, issue date and dollar limit

Undertaking by the Cardholder – form completed fully and signed for each card stating holders' conditions and limits

Authorisation Officer – Authorisation Officer - the Principal, who sights the cardholders 100 point id, briefs the cardholder, approves expenditure, monitors transactions, statements and reports. Must ensure all processes and procedures comply with DET requirements and regulations.

Policy

To provide an available and secure process to purchase goods and services when normal/current processes are unavailable – eg purchasing on-line and on excursions from school

New Cardholders

- 4.1.1 Only persons deemed to require a card will be able to apply for one
- 4.1.2 Not all persons who apply for a card will be given one
- 4.1.3. School council, via the recommendations of the Finance Sub-Committee, will rule on acceptance of an application submission from a member of staff; this must be formally minuted by Council
- 4.1.4 School Council will rule on the defined limit of an applicant based on the required use by the applicant; this must be formally minuted by Council
- 4.1.5 Approved applicants will be required to sign an 'Undertaking by the Cardholder' before a card is ordered by the Authorisation Officer from the bank
- 4.1.6 New card holders will be required to submit all details of identification required by the bank for its purpose
- 4.1.7 Finance Manager will be required to maintain a current 'Purchasing Card Cardholder Register' for administration and audit purposes. This Register should hold a copy of the Council Minutes recommending an applicant to become a cardholder, for audit purposes.
- 4.1.8 Authorisation Officer is to induct each new cardholder via a briefing for guidelines

Usage of cards

- 4.3.1 No cash advances are available on the Purchasing Card
- 4.3.2 No 'Rewards' schemes are able to be linked to the Purchasing Card
- 4.3.3 No purchases exceeding the defined limit on the card
- 4.3.4 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.
- 4.3.5 Cardholders must ensure their receipts have 'Tax invoice' on it or the stamp from the supplier
- 4.3.6 EFTPOS receipts are not deemed to be sufficient evidence of goods purchased; tax invoices must be obtained.
- 4.3.7 No personal items may be listed on the receipt issued from the Purchasing Card
- 4.3.8 Purchase orders (current practices) must still be used to initiate or ratify expenditure
- 4.3.9 All current Internal Controls for Finance in place at the School must still be maintained with use of the purchase card

- 4.3.10 The Authorisation Officer will be required to check all amounts on the statement against receipts supplied by the cardholder
- 4.3.11 The Authorisation Officer will pursue all cardholders if there are any anomalies with their entries
- 4.3.12 The Authorisation Officer will pursue all enquiries with the bank in a timely fashion. If possible before the monthly Direct Debit Sweep
- 4.3.13 The cardholder must immediately report any stolen or damaged card to the Authorisation Officer and Westpac help line.

Termination of Cards

- 4.4.1 The Authorisation Officer will terminate or deactivate cards when no longer needed – most particularly those cards issued for a specific purpose.
- 4.4.2 When a staff member terminates their employment with the School, the Authorisation Officer will advise the bank regarding the destruction of the card
- 4.4.3 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.

Review

This policy is to be reviewed annually by the Finance Subcommittee.

Reviewed at Staff Meeting:

This policy was ratified by school Council on: 20th day of Feb 2025

Principal..... School Council

President.....