Purchasing Card Policy

<table>
<thead>
<tr>
<th>Date Implemented</th>
<th>12th March 2014</th>
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<tbody>
<tr>
<td>Author</td>
<td>Shelley Gribbin</td>
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<tr>
<td>Approved By</td>
<td>College Council / Policies sub-committee</td>
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<td>Approval Authority (Signature &amp; Date)</td>
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<td>Date Reviewed</td>
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<td>Responsible for Review</td>
<td>Assistant Principal – Organisation</td>
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<tr>
<td>Review Date</td>
<td>February 2017</td>
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<td>References</td>
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RATIONALE

- A Purchasing Card policy is a requirement of the Department of Education and Early Childhood Development (DEECD) as part of Internal Control procedures. It aims to give clear, unequivocal guidelines to the school community, Principal and Council as to management of the School Purchasing Card.

PURPOSE

- To adopt modern technology and provide better cash flow management, reduced level of documentation, streamlined purchasing and enhanced purchasing flexibility as some of the benefits of the use of the school Purchasing Card.

BROAD GUIDELINES

At Seymour College Purchasing Cards will be transacted using DEECD approved purchasing Cards supplied by Westpac Bank in line with DEECD contract.

- Cardholders will be authorised by School Council
- Purchasing Card transactions will be matched to orders
- A register of authorised users will be maintained
- A combination of any two of the School Council signatories will authorise all transactions and sign a Transaction Report and appropriate CASES21 documents to ensure validation of all transactions
- The Business Manager will have authority to operate the Purchasing Card package including liaising with Westpac Bank, authorising users, maintaining levels of access and creating transactions
- The Business Manager, with approval from the Principal, will authorise appropriate administration office staff to monitor transactions and reconcile statements monthly
- A statement of Purchasing Card transactions will be tabled at School Finance meetings for School Council
- All cardholders will use the card in accordance with the DEECD cardguidelines; refer to the link below:
CERTIFICATION
This policy was adopted at the School Council meeting held at Seymour College, on March 12th, 2014.

Signed ……………………………………………………..School Council President

Signed…………………………………………………….Principal

Seymour College continues in the Purchasing Card Program. Recommended holders of cards for the 2014-15 year:

- Tim McCartin - Monthly limit - $10,000 (Principal)
- David Mills - Monthly limit - $2000 - Transaction limit $1000 (Assistant Principal)
- Gail Hardman – Monthly limit - $2000 - Transaction limit $1000 (Assistant Principal)
- Patricia Bulluss – Monthly limit - $2000 - Transaction limit $1000 (Assistant Principal)
- Shelley Gribbin – Monthly limit $2000 - Transaction limit $1000 (Business Manager)
- John Huggins - Monthly Limit - $500 – Transaction Limit $500 (Gardener)
- Vyvienne Hall - Monthly Limit - $2000 – Transaction Limit $1000 (Accounts)
- Robyn Hockley – Monthly Limit $2000 – Transaction Limit $1000 (Admin)
- Megan Taylor – monthly limit $1000 - Transaction limit $1000 (Librarian)
- Roger Fuhrmeister – Monthly limit $2000 - Transaction limit $1000 (RACV/Central Australia)

* These Cards to be stored on the person or in school safe.

EXPECTATIONS
- This policy will be reviewed as part of the College’s review cycle.

1. This policy was ratified by College Council on


12/03/2014