


School Purchasing Card Policy

Date Reviewed	10 th March 2022
Date Implemented	March 2018
Author	Shelley Gribbin / Linda Williams
Approved By	Finance Committee/College Council
Approval Authority (Signature & Date)	 11/03/2021
Responsible for Review	Business Manager
Review Date	February 2023
References	

RATIONALE

A school Council is authorised to purchase goods, services, equipment or materials for the purposes of the school using a School Corporate Card. The school council may authorise school-based staff to be issued with a corporate card to purchase goods, services, equipment or materials using this card. This will be a VISA Corporate Card issued by the Westpac Bank

AIMS

- To utilize the benefits of a Corporate Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Early Childhood Development requirements in accordance with "Finance Code of Practice" (Standing Directions of the Minister for Finance under the Financial Management Act 1994) and Directions 1 to 6 of 2008.

IMPLEMENTATION

- The School College may authorise the Principal and/or other nominated staff members as Cardholders.
- School Corporate Card Agreement and Acknowledgement to be completed by the Cardholders.
- Current cardholders and credit limits will be reported to the School Council annually.
- All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorised by approving officers as per Department of Education and Training guidelines.
- Cards are to be kept safe by Cardholders.
- Lost cards are to be immediately reports to the Westpac Bank and appropriate Authorising officer by the relevant Cardholder.
- Corporate cards may be used for online purchasing subject to usual internal control requirements,
- Principal to authorise staff purchase card statements. School Council President to authorise the Principal's card statement.

EVALUATION

The School Council is to review this policy and the use of the Westpac Corporate Cards annually.

1. This policy will be made available on the College's website.
2. This policy was ratified by College Council on

10/03/2022

Child Safe Standards

"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."