



## Bayside Special Developmental School

# PURCHASING CARD POLICY 2019

### Rationale:

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

### Aim:

To utilize the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Early Childhood Development requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 to 6 of 2005.

### Implementation:

- School Council may authorise the Principal and/or other nominated staff members as Cardholders. School Council authorise the Principal/or Business Manager to determine credit limits on individual cards.
- Current cardholders and credit limits will be reported to School Council annually.
- All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorized by approving officers as per Department of Education and Early Childhood Development guidelines.
- Cards are to be kept in the school safe and signed out by cardholder(s) when required (or as deemed suitable security by the Principal)..
- Lost cards are to be immediately reported to the appropriate authority by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.
- All purchases will be itemised and reported to school council for endorsement.

### CERTIFICATION

Signed.....  
School Council President

Signed.....  
Principal

This policy ratified at School Council meeting

18 February 2019