

# Woodend Primary School

(Woodend Campus & Carlsruhe Annex)

## Purchasing Card Policy



### Rationale:

The School Purchasing Card Program provides us with a flexible option to complete some purchasing transactions. School Council is responsible for ensuring implementation and usage is maintained under 'best practice' conditions to ensure financial accountability and internal controls in line with current DET Policy and Guidelines.

### Aims:

- To provide enhanced risk control and security over transactions
- To provide clear documentation of processes

### Implementation:

- The School Council and Principal will determine which personnel will be eligible to be issued with a purchasing card and the expenditure limit for each card holder
- School Council, with advice from the Principal, will appoint an Authorisation Officer
- The Undertaking by Cardholder proforma must be completed by each card holder on issue of a purchasing card and after any modification to the expenditure limit of a purchasing card
- The Principal will ensure that all approved card holders receive a briefing on the guidelines of card usage
- An up to date Cardholder Register is to be maintained by the school and presented to Council at the start of each school year including all card holder names, card details and card limit
- The annual Statement of Assurance is to be completed by the Principal

### Administration Processes:

- All transactions must be properly authorised and comply with the school's financial controls for purchases
- A school purchase order must be raised to initiate expenditure
- Quotes or tenders must be obtained, where required, in accordance with the Victorian Government Purchasing Guidelines
- Goods are to be checked against delivery documents
- The original invoice and purchase order must be attached to the payment voucher for authorisation
- All documentation is to be stored securely

- The Principal must authorise all cardholder spending. Where the Principal is the cardholder, the School Council President must be the authorisation officer for that card.

#### Resources:

Schools Purchasing Card Department Guidelines

#### Evaluation:

The Purchasing Card Policy is to be reviewed annually and endorsed by the School Council as required for audit purposes.

Card holders and their expenditure limit at Woodend Primary School are:

- Sue Turner \$2,000
- Diana Ellis \$2,000
- Susan Machell\$2,000

#### REVIEW CYCLE

This policy was last reviewed and endorsed in February 2021.

This policy is scheduled to be reviewed and updated in February 2022.