



Aurora School

SCHOOL PURCHASING CARD - POLICY

Aurora Policy (October 2020)

RATIONALE

School Council has a responsibility to facilitate the use of electronic commerce in a manner that is professionally managed and that provides an audit trail of transactions. The School Council may authorise school based staff to be issued with a purchasing card to purchase goods, services, equipment or materials. The Department of Education and Training require the card to be a Westpac Bank VISA.

AIMS

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

To provide an available and secure process to purchase goods and services when normal / current processes are unavailable eg cheque payment or direct deposit.

Purchasing Card use is limited to the following circumstances:-

- Overseas purchases eg. Resources / conferences
- Airline travel eg. Distance EI Program delivery / conference attendance
- Online and other purchases, by prior approval, where no alternative payment options are available.

IMPLEMENTATION

- School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- School Purchasing Card Agreement and acknowledgement to be completed by the Cardholder.
- 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 authorised by approving officers as per Department of Education and Training guidelines.
- Cards to be stored securely and monitored by Cardholders.
- All transactions shall be performed in a secure and confidential environment.
- Lost cards are to be immediately reported to the Westpac Bank, and appropriate Authorising Officer by the relevant Cardholder.

EVALUATION

This policy is to be reviewed annually to ensure that it continues to satisfy the Purchasing Card needs of our school and to confirm and enhance internal controls.

This policy was ratified by School Council in October 2020 and is scheduled for review in August 2021.

This policy was last ratified by School Council in....

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