PURCHASE CARD POLICY

**Purpose:**
School Council has a responsibility to provide an available and secure process to purchase goods and services in addition to normal/current processes of using creditor accounts, and whilst on excursion from the school at the local bank branches.

**Implementation:**

*New Cardholders*
- School Council, via the recommendations of the Finance Sub-Committee, will rule on acceptance of an application by the Principal and School Council Treasurer to be the authorised card holders, this must be formally minuted by Council
- School Council will rule on the defined limit of an applicant based on the required use by the applicant; this must be formally minuted by Council
- Approved applicants will be required to sign an ‘Undertaking by the Cardholder’ before a card is ordered by the Authorisation Officer from the bank
- New card holders will be required to submit all details of identification required by the bank for its purpose
- Finance Manager will be required to maintain a current ‘Purchasing Card Cardholder Register’ for administration and audit purposes. This Register should hold a copy of the Council Minutes recommending an applicant to become a cardholder, for audit purposes.
- Authorisation Officer is to induct each new cardholder via a briefing for guidelines

*Storage of Cards*
- All cards will be in possession of the cardholder, or stored in the school safe, when not in use.

*Usage of Cards*
- No cash advances are available on the purchasing card
- No ‘Rewards’ schemes are able to be linked to the purchasing card
- No purchases exceeding the defined limit on the card
- Cardholders must confirm with Finance staff at the school that their intended purchases come from valid ABN holders or those with a voluntary withholding status.
- Cardholders must ensure their receipts has ‘Tax invoice’ on it or the stamp from the supplier
- EFTPOS receipts are not deemed to be sufficient evidence of goods purchased
- No personal items may be listed on the receipt issued from the purchasing card
- Purchase orders (current practices) must still be used to initiate expenditure on the purchase card
- All current Internal Controls for Finance in place at the school must still be maintained with use of the purchase card
- The Authorisation Officer will be required to check all amounts on the statement against receipts supplied by the cardholder
The Authorisation Officer will pursue all cardholders if there are any anomalies with their entries.

The Authorisation Officer will pursue all enquiries with the bank in a timely fashion, if possible before the monthly Direct Debit Sweep.

The cardholder must immediately report any stolen or damaged card to the Authorisation Officer.

**Termination of Cards**

- The Authorisation Officer will terminate or deactivate cards when no longer needed – most particularly those cards issued for a specific purpose, such as an international excursion etc.
- When a staff member terminates their employment with the school, the Authorisation Officer will advise the bank regarding the destruction of the card.
- If there is a case of non-compliance with the above policy points, a staff member may have their card holding rights revoked upon instruction of the Principal.

**Evaluation**

- This policy will be reviewed by School Council annually.

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**Appendix 1**

**Definitions**

*Cardholder:* Those persons of staff agreed to by BSS Council as able to use and have a purchasing card in their name and who agrees to all conditions.

*Defined Limit:* Limit set on a card holder’s dollar limit.

*Direct Debit Sweep:* Total amount of all Purchase Card balances debited from our account by the bank 10 days after the statement cycle ends.

*Purchasing Card Cardholder Register:* Document held by Authorisation Officer stating who holds cards, issue date and dollar limit.

*Undertaking by the Cardholder:* Form completed fully and signed for each card stating holders conditions and limits.

*Administration Officer:* The school employee responsible for managing purchasing card tasks.

*Authorisation Officer:* Authorisation Officer - person other than a cardholder who is nominated by the school council to; brief the cardholder, authorise and approves expenditure, monitors transactions, statements and reports. Must ensure all processes and procedures comply with DET requirements and regulations. This is usually the Principal; except when the cardholder is the Principal it is the School Council President.

*Verifying Officer:* The verifying officer will verify the identity of a cardholder to avoid the need for individual cardholders to provide identity.