

School Purchasing Card

POLICY

BRUNSWICK EAST PRIMARY SCHOOL

Scope

This policy applies to staff of the Brunswick East Primary School.

Background

Brunswick East Primary School recognises its role in the administration of its finances and the well-being of its staff and is committed to providing the most appropriate processes of ordering, purchasing and payment of goods and services.

Definitions

Cardholder Applicant:

A staff member who applies for and is granted, by School Council, a Purchase Card in their name and who agrees to all conditions.

Direct Debit Sweep:

Finances debited from our Official Account by the bank 12 days after beginning of the month.

Undertaking by the Cardholder:

A form completed fully and signed stating the cardholder's conditions and limits.

Verifying Officer:

Verifying Officer – the Business Manager, who monitors transactions, statements and reports. Must ensure all processes and procedures comply with DET requirements and regulations.

Policy

To provide an available and secure process, to purchase goods and services, when normal/current processes are unavailable – eg purchasing on-line and on excursions from school.

New Cardholder

1. School Council has determined that for now we will only have one Purchasing Card at Brunswick East Primary School and that the card will be for the Principal (Janet Di Pilla).
2. The holder of the card will be required to sign an 'Undertaking by the Cardholder'.
3. Business Manager will be required to maintain a current 'Purchasing Card Cardholder Register' for administration and audit purposes.

Storage of Cards

- The card will be stored in the school's safe. This is deemed to be the safest place for storing the Purchasing Card.

Usage of Cards

1. No cash advances are available on the Purchasing Card.
2. No 'Rewards' schemes are able to be linked to the Purchasing Card e.g. frequent flyer points etc.
3. No purchases exceeding the defined limit on the card.
4. Cardholder must confirm with Finance staff at the school that their intended purchases come from valid ABN holders or those with a voluntary withholding status.
5. Cardholder must ensure their receipt has 'Tax invoice' on it or the stamp from the supplier.
6. EFTPOS receipts are not deemed to be sufficient evidence of goods purchased; tax invoices must be obtained.
7. No personal items may be listed on the receipt issued from the Purchasing Card.
8. Purchase orders (current practices) must still be used to initiate or ratify expenditure.
9. All current Internal Controls for Finance in place at the school must still be maintained with use of the Purchasing Card.
10. The Verifying Officer will be required to check all amounts on the statement against receipts supplied by the cardholder.
11. The Verifying Officer will discuss with the cardholder if there are any anomalies with their entries.
12. The Verifying Officer will discuss all enquiries with the bank in a timely fashion.
13. The cardholder must immediately report any stolen or damaged card to the Verifying Officer.

Termination of Cards

1. When a staff member terminates their employment with the school, the Verifying Officer will advise the bank regarding the destruction of the card.

Review

This policy is to be reviewed annually by the School Council.

Drafted by	Maria Booth		Version Final
Principal signature		Approved by School Council on October 2016	Scheduled review date October 2017