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# **School Purchasing Card Policy**



## Rationale

In support of existing administration policy to facilitate the efficient running of the school and to reflect charter goals and priorities. 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 Visa Card issued by the Westpac Banking Corporation

## Aims

- To Utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Early training requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1-6 of 2005
- Use of the Purchasing Card should improve availability of resources and increase flexibility

## Implementation

- The 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 the 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 kept safe by cardholders
- Lost cards are to be reported immediately to the Westpac Banking Corporation and appropriate Authorising Officer by the relevant Cardholder
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements

## Evaluation

- The Finance Committee is to review this policy and the use of the WBC Purchasing Cards annually

## Certification

This policy to be ratified by School Council (date) 22 February 2023

Signed \_\_\_\_\_ School Council President

Signed \_\_\_\_\_ Principal

2024 WBC Purchasing Card Holders have the following limit

**Steve Meade** **Credit Card Limit \$10,000**

**Diane O'Connor** **Credit Card Limit \$10,000**



## Contact Details

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## Review Cycle

<b>This policy was last ratified by School Council</b>	February, 2024
<b>To be reviewed</b>	February, 2025



Brighton Primary School operates within the framework of  
the International Baccalaureate Primary Years Programme.