



HEALESVILLE HIGH SCHOOL

PURCHASING CARD POLICY - 2018

Rationale:

A School Council is authorised to purchase goods, services, equipment or material for the purposes of the school, using a School Purchasing Card. 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 Westpac Bank.

Aim:

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

Implementation:

- School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- 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 authorized by approving officers as per Department of Education and Early Childhood Development guidelines.
- Cards are to be kept safe by Cardholders.
- Lost cards are to be immediately reported to Westpac Bank and appropriate Authorizing Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

CERTIFICATION

This policy was adopted at the School Council meeting held at Healesville High School in March 2012.

Signed.....
School Council President

Signed
Principal

This policy was last ratified by School Council on 22/02/2017