

POLICY TITLE: Purchasing Card Policy

DATE RATIFIED: February 2019

REVIEW DATE: February 2020

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Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

RATIONALE

A Purchasing Card policy is a requirement of the Department of Education and Training (DET) as part of Internal Control procedures. It aims to give clear, unequivocal guidelines to the school community, Principal and Council as to management of the School Purchasing Card.

PURPOSE

To adopt modern technology and provide better cash flow management, reduced level of documentation, streamlined purchasing and enhanced purchasing flexibility as some of the benefits of the use of the school Purchasing Card. Internal Controls are in place to prevent fraud and minimise risk.

IMPLEMENTATION

At Essendon North Primary School Purchasing Cards will be transacted using DET approved Purchasing Cards supplied by Westpac Bank in line with DET contract.

- Cardholders will be authorised by School Council
- Purchasing Card transactions will be matched to orders in the purchase order book A register of authorised users will be maintained
- The Business Manager, with approval from the Principal, will authorise appropriate administration office staff to monitor transactions and reconcile statements monthly
- All orders will be reconciled with invoices by an Administration Officer who is not a card holder and entered on C21, reconciling the monthly Purchasing Card statement and will report any discrepancies to the Principal
- A combination of any two of the School Council signatories will authorise all transactions and sign a Transaction Report and appropriate CASES21 documents to ensure validation of all transactions
- The Business Manager will have authority to operate the Purchasing Card package including liaising with Westpac Bank, authorising users, maintaining levels of access and creating transactions
- A statement of Purchasing Card transactions will be tabled at School Council meetings
- All cases of suspected or actual theft of money, fraud, misappropriation or corruptions are to be reported to the Principal and Executive Director, Audit and Risk Division, DET fraud.control@edumail.vic.gov.au



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EVALUATION

The evaluation of this policy will be through formal and informal feedback gained from each inductee as to the effectiveness of the program. Formal Review of policy in 2019.

DOCUMENT HISTORY

Version	Effective Date	Owner	Description of change
1	August 2017	Executive Team	Updates to Version 1 to ensure document is reflective of school practices and procedures.
2	February 2019	Scott Mullen	Annual update

** Information on revisions and new versions to be added to the top of the table, therefore the most recent is always on top.*