



## Lake Charm Primary School

### **SCHOOL PURCHASING CARD POLICY**

**Rationale:**

The School Council is responsible for the financial management of the school. The introduction of the school purchasing card impacts on the School Council, as it represents another means of acquiring goods and services for the school.

**Aims:**

To offer enhancements to the current methods of purchasing  
To assist with flexibility, time saving and convenience  
To improve internal financial control

**Implementation:**

- The School Council determine which personnel will be eligible to obtain the school purchasing card.
- The School Council and Principal determine the expenditure limit for each cardholder and provide financial delegation to this upper limit
- School Council will appoint the Principal as the Authorisation Officer
- An 'Undertaking by the Cardholder' is completed by each user
- All approved purchasing card holders receive a briefing on the use of the card
- The cardholders names, card details and limits are minuted at School Council at the first School Council meeting for the year
- All documents relating to these purchasing cards are kept in a secure and locked environment
- Monthly purchasing card statements are minuted at School Council.
- Ensure that all Westpac Visa cards and DEECD purchasing card procedures and controls are met.

**Evaluation:**

- The Principal will evaluate the holders of school purchasing card at the beginning of each year.
- The Principal will decide at the beginning of each year which personnel will be nominated to School Council to obtain a card.
- The Principal will nominate the expenditure limit of these cards.
- This policy will be reviewed tri-annually as part of the school's three-year review cycle.

**Endorsement:**

This policy was adopted by the Lake Charm Primary School Council on 1<sup>st</sup> April 2014

School Council President : Name: LEANNE CORDINA Signature: \_\_\_\_\_

**Review date**

This policy shall be reviewed on \_\_\_Mar 2015\_\_\_ or as requirements change.