

Murtoa College

Purchasing Card POLICY



PURPOSE:

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 Mastercard by the 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 Training requirements.

GUIDELINES:

- School Council may authorise the Principal and/or other nominated staff members as Cardholders. School Council will determine individual credit limits on individual cards.
- 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 Training guidelines.
- Cards are to be kept safe by Cardholders.
- Lost cards are to be immediately reported to the appropriate authority by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2021
Approved by	School Council
Next scheduled review date	March 2022