

Dorset Primary School 5132 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.

BROAD AIMS

To utilize the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the DET 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 DET 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.

This policy was adopted at the School Council meeting held at Dorset Primary School on 17th June 2010. Reviewed annually February 2015