



School Purchasing Card

POLICY

Rationale:

The introduction of a school purchasing card represents another means of acquiring goods and services for the school, which may at times, be more effective and efficient than other means.

Aims:

To provide an effective and efficient process for acquiring goods identified by school council for purchase.

Implementation:

The Principal, Assistant Principal and Business Manager will be cardholders, until such time as the school council deem it appropriate to make any alteration to this.

The Principal, Assistant Principal and Business Manager will agree to:

1. Only use the School Purchasing Card for proper school purposes.
2. Use the School Purchasing Card within the terms and conditions outlined in the detailed documentation/agreement.
Use the School Purchasing Card in accordance with the terms and conditions issued by the Commonwealth Bank relating to its use.
3. Not use the School Purchasing Card to obtain cash.
4. Not permit the School Purchasing Card to be used by any other person.
5. Ensure that each transaction made using the School Purchasing Card is substantiated by original supporting documentation.
6. Take adequate and reasonable measures to protect the School Purchasing Card from being lost, stolen or misused.
9. Immediately report the loss or theft of their School Purchasing Card to the Commonwealth Bank (using the 24 hour emergency number) and to the Authorisation Officer.
10. Immediately report any suspected or known unauthorised use of their School Purchasing Card to the Commonwealth Bank (using the 24 hour emergency number) and to the Administration Officer.
11. Review the monthly statement issued by the Commonwealth Bank for completeness and accuracy, and ensure that transactions appearing on the statement are matched to original supporting documentation. The Principal, Assistant Principal or Business Manager will:
 - ensure that discrepancies on the monthly statement are followed up with the Commonwealth Bank and promptly advised to the Authorisation Officer;
 - ensure that goods, services, equipment or material paid for using the School Purchasing Card are actually delivered or provided;
 - ensure that credits on the School Purchasing Card are raised as soon as they become aware that goods, services, equipment or material are not delivered or provided in accordance with original expectations;
 - verify that all transactions on the monthly statement can be reconciled with any report issued by the accounting program used by the school council from time to time; and
 - submit any such report, together with the verified monthly statement to the Authorisation Officer for approval prior to any payment by the school council to the Commonwealth Bank.

12. Immediately return the School Purchasing Card to the Authorisation Officer if:
- They resign or retire, or if they are transferred to another school, or if their services as an employee are otherwise terminated;
 - the purpose for which the School Purchasing Card was issued to them has terminated or ceased; or
 - the School Purchasing Card is withdrawn by the Authorisation Officer or cancelled by the Commonwealth Bank.
13. Consent to their personal details and date of birth being disclosed by the school council to the Commonwealth Bank for use only in connection with the issue to them of a School Purchasing Card.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

May 2011