

PURCHASING CARD POLICY

CAMP HILL PS



PURPOSE

A school council is authorised to purchase goods, services, equipment and materials for the purposes of the school by use of a School Purchasing Card. The school council may authorise school-based staff to be issued with, and purchase goods, services, equipment and materials using a School Purchasing Card.

GUIDELINES FOR ACTION

- School Council requires that all actions related to the operation of the Purchasing Card are consistent with DET guidelines for the proper administration of the card.
- The three groups responsible for the Purchasing Card are:
 - School Council
 - Authorisation Officer
 - Cardholder
- The Principal can nominate up to three staff members to hold a card. The maximum monthly limit for each card is \$7,500. The names and credit limits for each staff member will be reported to Council each year.
- Purchasing Cards are to be kept in the safe or with the delegated Cardholder.
- A Purchase Order must be completed and a receipt/tax invoice must be provided to the Business Manager on each purchase.
- Each monthly purchasing card statement must be authorised by the School Principal and Purchasing Card Authorisation Officer. In the event of the Principal being a Purchasing Card holder the School Council President will be the Authorisation Officer.

REVIEW CYCLE

This policy will be reviewed annually in line with DET audit procedures.

This policy was last ratified at the School Council February 2019 and is due for review in 2020.