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| **Dallas Brooks Community P.S**  **5546** | **PURCHASING CARD POLICY** | Dallas Brooks Logo Teal |

**Rationale:**

Dallas Brooks Community Primary School Council is authorised to purchase goods, services, equipment and or material for the purposes of the school using a School Purchasing Card. The Dallas Brooks Community Primary 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 Visa card by the Westpac Bank.

**Aim:**

To utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Training requirements in accordance with Section 5.2.1 of the Education and Training Reform Act 2006 Ministerial Guidelines and Directions 1 to 6 of 2008.

**Implementation:**

1. Dallas Brooks Community Primary School Council may authorise the Principal and/or other nominated staff members as Cardholders.
2. Dallas Brooks Community Primary School Council will determine individual credit limits on individual cards which must not exceed $5000 per month for the Principal and $1,000 for any one cardholder (Assistant Principals).
3. All DET internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorised by approving officers as per Department of Education and Training schools purchasing card guidelines. This includes every transaction to have a purchase order completed prior to purchasing goods and services including approval.
4. Purchasing cards may be used for online purchasing subject to the DET internal control requirements.
5. Cardholders who make purchases without authorisation will be personally liable for the expense.
6. Current cardholders and credit limits will be reported to School Council annually.
7. Required documentation and authorisation will be tabled at each school council meeting.
8. Cards are to be kept in the office safe whilst not in use, and at other times cards are to be kept in a secure location by Cardholders.
9. Lost cards are to be reported immediately to Westpac, the Principal and the School Council President. At the earliest convenience a written statement advising the Principal of the circumstances involved with the lost card is to be submitted by the relevant Cardholder.

**Evaluation:**

This policy is required to be reviewed annually

This Policy was ratified by School Council on the 16th March 2022