

Weeroona College Bendigo is a child safe school and has zero tolerance to child abuse.

Weeroona College Bendigo is committed to creating a safe and inclusive school environment for all of our students including those that identify as same sex attracted, intersex and gender diverse.

Rationale:

The use of purchasing cards in schools can result in better cash flow management, reduced level of documentation, enhanced purchasing processes and external or remote access to funds. Westpac Institutional Banking Corporation holds the Whole of Government contract for the provision of cash and banking services. This contract includes the Department's Schools Purchasing Card facility that is endorsed as the Westpac Visa Card.

Aims:

This policy aims to ensure that school purchasing card implementation and usage is maintained under 'best practice' conditions as outlined in the Department of Education and Training's *Schools Purchasing Card Guidelines and Procedures* to ensure financial accountability and optimum internal control.

Definitions:

Administration Officer – The school employee responsible for managing purchasing card tasks.

Authorisation Officer – The person other than a cardholder who is nominated by the school council to authorise and approve expenditure using the school purchasing card.

Cardholder – A school-based employee who has been approved by school council to be issued with a school purchasing card.

Cardholders:

- The school council may authorise school-based staff to be issued with, and purchase goods, services, equipment or materials up to a specified limit using a School Purchasing Card.
- The maximum monthly limit of \$15,000 placed on each purchasing card is mandated under Ministerial Guidelines and Directions 1-6 of 2008 [2.4(a)(i)]
- Each cardholder must complete an 'Undertaking by Cardholder' form in acceptance of the card's stated terms and conditions. The card is issued on the condition it will be used within the guidelines. Misuse of the card may result in proceedings being instigated against the cardholder under state legislation.
- Cardholders must not allow any unauthorised person to use the purchasing card. The cardholder will be held personally liable for any unauthorised use of the purchasing card, unless the unauthorised use is the result of the purchasing card being lost or stolen, or the result of fraud on the part of a third party.

¹ This policy will be reviewed by the School Council in 2023

- The monthly purchasing card statement is forwarded by the school to each cardholder for signature, to verify individually raised transactions against the relevant documentation. The cardholder returns the signed statement and supporting documentation to the authorising officer for signed approval. The approved statement is then forwarded to the program administrator for processing.
- The school council president is required to sign as the approver for the principal's purchasing card statement.
- Any disputed transactions must be reported to the Principal immediately, and a full explanation of the circumstances to the best of the cardholder's knowledge must be provided including documentation.
- When used appropriately, the school purchasing card carries a liability for school council, not an individual liability for the cardholder. Therefore, the school purchasing card does not impact on a cardholder's personal credit rating.
- Immediately upon identifying a lost or stolen school purchasing card, the cardholder is to advise Westpac to cancel the school purchasing card and is also required to notify the principal.

Cardholder Termination:

If a cardholder ceases to operate a school purchasing card the following actions must be initiated:

- The cardholder is responsible for cancelling any automatic debit payments eg. Subscriptions
- The authorisation officer must destroy the card and advise school council. The cardholder account must be updated on the Purchasing Card Register.
- Westpac is to be advised by the college, in writing to close the cardholder account.

Procurement:

A purchasing card is not intended to replace the existing purchasing practice, it is offered as another method of payment for good and services. All normal procurement processes apply for the use of the purchasing card including:

- Quote thresholds
- A purchase order must precede the purchase
- An invoice must be obtained

Card Usage Restrictions:

Cardholders are required to adhere to the conditions of use for the purchasing card. General conditions include the following:

- Card can be used only for school purchases.
- Cash advance withdrawals cannot be made with the card.
- Purchases of a value that exceed the transaction/monthly limit cannot be made.
- All purchases must be within the DET's Purchasing Guidelines.

Administrative Procedures:

- Purchasing card transactions must be processed in a timely manner in Cases21 in accordance with the Cases21 business process guides.
- Details of all cardholders are to be recorded in the school's purchasing card register maintained by the business manager/administration officer and minuted at school council.

Details should include:

- Name and position of cardholder
 - Completed and signed "Undertaking by Cardholder" notation
 - Card number (last 4 digits)
 - Issue date and expiry date
 - Amendments to cardholder details
 - Closure date of cardholder account
- The School's Internal Certification Checklist attesting to the appropriate usage of the school purchasing card will be required under provisions of a "Finance Code of Practice" (Standing Directions of the Minister for Finance under the Financial Management Act 1994)
The School's Internal Certification Checklist replaces the Annual Statement of Assurance.
 - The school purchasing card monthly statement and associated documentation must be presented to the finance committee for review, approval and to make recommendation to the school council for ratification of the payments. The school council is required to ratify the school purchasing card payments.

Settlement Arrangements:

Transactions and charges are paid by direct debit from the college's official account each month.

Further Information

[https://www.education.vic.gov.au/Documents/school/principals/finance/PC%20DETguideline sandprocedures.pdf](https://www.education.vic.gov.au/Documents/school/principals/finance/PC%20DETguideline%20sandprocedures.pdf)

Fraud:

Please refer to the *Weeroona College Bendigo Fraud Prevention Policy*.

This policy was last ratified by School Council in		
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