

Bellbrae Primary School

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Policy ratified by
School Council

July 2016

Rationale

Significant technological advances in recent years have resulted in considerable and far-reaching changes in the field of electronic commerce. The Department of Education and Early Childhood Development (DEECD) has been actively involved in monitoring and evaluating these developments as part of enhanced financial management in schools. BillPay and internet banking are examples of the way schools have adopted technology. The use of purchasing cards in schools can result in better cash flow management, reduced level of documentation, enhanced purchasing processes and improved internal controls. An obvious area of advantage is that of external or remote access to funds.

Purpose

Guidelines

1. The school council and principal determine which personnel and activities will be eligible to use the purchasing card.
2. The school council and principal determine the expenditure limit for each cardholder and provide financial delegation to this upper limit.
3. School council, after advice from the principal, appoint an "Authorisation Officer".
4. An "Undertaking by the Cardholder" is completed by each user after modifications by the principal.
5. Principal ensures that;
 - all approved purchasing card holders receive a briefing on the use under specific guidelines
 - the cardholders' names, card details, and other information are minuted at school council, and any subsequent changes
6. Determine and document arrangements for safe and secure custody of the purchasing card.
7. Arrange for the monthly purchasing card statement/s to be attached to the relevant reports (CASES21) and tabled at school council meetings.
8. Ensure that all Westpac Visa Card purchasing card procedures and controls are met. The financial delegation traditionally held by the principal to incur and pay for school related expenditure is extended to the cardholder. The financial delegation hierarchy should begin with the principal as authorisation officer, followed by appropriate delegation to each cardholder. This ensures that financial accountability and responsibility for school transactions remains with the principal.
9. Reporting requirements will enable the principal, as authorisation officer, to oversee all cardholder spending.
10. Where the principal is the cardholder, the school council president must be the authorisation officer for that card.
11. The School Council will determine the spending limits to be applied to all card holders.