


## OFFICIAL

 <p>Belmont High School 'Strive for the Highest' www.bhs.vic.edu.au</p>	<h1>Purchasing Card Policy</h1>	
Policy Status: Final	Document Owner: Business Manager	Authorised by: BHS School Council
Date of issue: 24/11/2020	Review Date: Nov 2021	Version 5

## RATIONALE

A school Council is authorised to purchase goods, services, equipment or materials for the purposes of the school by use of a School Corporate Card. The school council may authorise school based staff to be issued with a corporate card to purchase goods, services, equipment or materials using this card. This will be a VISA Corporate Card issued by the Westpac Bank.

## AIMS

To utilise the benefits of a Corporate Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Early Childhood Development requirements in accordance with Ministerial Guidelines and Directions 1 to 6 of 2008.

## IMPLEMENTATION

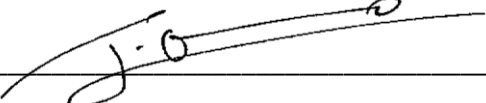
- The School may authorise the Principal and/or other nominated staff members as Cardholders.
- School Corporate Card Agreement and Acknowledgement to be completed by the Cardholders.
- Details of all cardholders are to be recorded in the school's purchasing card register maintained by the business manager/administration officer and minuted at school council meetings.
- Current cardholders and credit limits will be reported to the School Council annually.
- All normal 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 guidelines.
- Cards are to be kept safe by Cardholders.
- Lost cards are to be immediately reports to the Westpac Bank and appropriate Authorising officer by the relevant Cardholder.
- Corporate cards may be used for online purchasing subject to usual internal control requirements.
- Principal to authorise staff purchase card statements. School Council President to authorise the Principal's card statement.

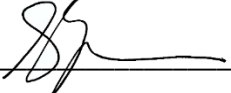
## RELATED DOCUMENTS

Attachment 1A – Undertaking by the cardholder – Agreement and Acknowledgment by Cardholder

## AUTHORISATION

This policy and procedure was ratified by School Council on: 24/11/2020

Signed:  (School Council President)

Signed:  (School Council Executive Officer)

OFFICIAL