

WARRAGUL REGIONAL COLLEGE PURCHASING CARD POLICY (FINANCE)

MARCH 2012



PURPOSE

To ensure College purchase cards are administered in such a way as to be appropriately controlled and monitored and to be in accordance with DEECD policy and procedures.

GUIDELINES

1. The purchasing card must be a Westpac Corporate Card as mandated by DEECD.
2. Use of purchase cards must be in accordance with the Purchasing Policy (840 Purchasing Policy) with regards to acknowledging appropriate purchase thresholds, use and authorisation of purchase orders etc.
3. Principal and Business Manager to be assigned as Authorisation Officers.
4. Where the Principal is the Cardholder the School Council President (or his/her nominee) is the Authorisation Officer.
5. Cardholders and credit limits to be minuted at School Council as per the below with amendments as required.
6. Cardholder must be a DEECD employee.

Position	Limit
Principal	\$2,000
Assistant Principal	\$2,000
Assistant Principal	\$2,000
Business Manager	\$2,000

(maximum \$15,000 limit under ministerial guidelines)

7. Monthly purchasing card statements to be tabled at School Council meetings.
8. Authorisation Officer to ensure all card holders complete 'Undertaking by Cardholder' (attachment 1)
9. The card must never be used for payment of personal expenses of any nature.
10. Cardholders must not allow any unauthorised person to use the Purchasing Card.
11. 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.
12. The monthly CBA statement must be signed by the Cardholder and Authorisation Officer.

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IMPLEMENTATION

Business Manager to ensure the above guidelines are followed.

EVALUATION

Council to review the Purchasing Card Policy annually upon the election of new School Council.

- Invoices are to be verified by the Business Manager/Admin Finance Officer and authorized for payment.
- Payment vouchers are to be signed by the Principal, cheque signatory and the Business Manager.
- All cheques are to be signed by the Principal and the College Council designated cheque signatory.
- The prior month's account payments will be presented to the College Council for ratification.