



Kalinda Primary School No. 5121

School Purchasing Card Policy

RATIONALE

- In support of existing Administration policy to facilitate the efficient running of the school and should reflect charter goals and priorities.

AIMS

- This program aims to provide the climate and the resources to allow the school to function efficiently and effectively for the benefit of the pupils, staff, parents and the school community.
- Use of the Purchasing Card should improve availability of resources and increase flexibility.

GUIDELINES

- Orders still to be completed prior to purchase to ensure commitments are accurate in budget figures.
- Tenders/Quotes must still be obtained in line with existing internal control.
- Cards must be signed out – all purchases to be documented and receipts kept with documentation.
- School Council and Principal to determine which personnel and activities are eligible for use of purchasing card.
- School Council determine expenditure limit for each cardholder and provide financial delegation to this upper limit.
- School Council, after advice from Principal, appoint an “Authorisation Officer”.
- An “undertaking by the card holder” to be completed by each user after modifications by the Principal
- Principal ensures that:
 - All approved purchasing card holders receive a briefing on use under specific guidelines
 - The cardholders names, card details, and other information are minuted at school council and any subsequent changes.
 - Determine and document arrangements for safe and secure custody of the purchasing card
 - Arrange for monthly purchasing card statements to be attached to relevant reports (C21) and tabled at SC meetings.
 - Ensure that all purchasing card procedures and controls are met.

Approved by School Council 18/02/2019

Review February 2020