



## Purchase Card Policy

### (Including College Specific Procedures)

Latest DET Update: 29/07/2019  
First Developed in this Format: October 2019

#### Purpose |

- To ensure that all legislative and DET financial requirements are met.
- To ensure that Bayside P- 12 College Council complies with the *Education and Training Reform Act 2006 and the Education and Training Reform Regulations 2007 Section 36 (1) and the Financial Management Act 1994*.
- To provide an effective and efficient process for acquiring goods identified by College Council for purchase

#### Rationale |

- College Councils must comply with the *Education and Training Reform Act 2006* by ensuring that the college expends all moneys received for proper purposes, keeps records explaining their financial operations and position, follows financial processes and procedures that are effective, regularly audited and designed and managed to reduce risk with a separation of duties.
- The Department of Education and Training approved the implementation of a 'WESTPAC VISA' as an addition to the current DET endorsed purchasing practices in place in Government schools.
- The WESTPAC Purchasing Card is offered as an enhancement to current methods of purchasing to assist with flexibility, time saving and convenience. Card implementation and usage is maintained under 'best practice' conditional to ensure financial accountability and optimum internal controls.
- College Council must ensure that there are additional controls in place specifically for the introduction and use of the Purchasing Cards.

#### Implementation |

- College Council and the Principal are responsible for the Financial Management of the College.
- Financial accountability and responsibility for College transactions remain with the College Principal.
- College Council and the Principal will determine which personnel will be eligible to use the Purchasing Card.
- The College Council and Principal will determine the expenditure limit (maximum \$2,000) for each cardholder and provide financial delegation to this upper limit.
- College Council will ensure that each identified cardholder who agrees to be issued with a Purchasing Card completes an 'Undertaking by Cardholder' which forms part of the Ministerial Guidelines and Directions 1-6 of 2005.
- The College Council, after advice from the Principal, will appoint an 'Authorisation Officer' such as the Business Manager.
- The College Principal shall appoint relevant personnel to ensure the efficient and effective administration of the Purchasing Cards.



## Bayside P-12 College

- The College Principal and Business Manager will ensure that each Purchasing Cardholder completes a monthly 'User Activity Statement' and forwards to the administration office for audit purposes.
- A purchase order will be written and signed by the College Principal to authorise purchases
- All transactions completed by the College Principal will be approved the Council President.
- The Principal will ensure that:
  - All approved purchasing card holders receive a briefing on the use of the cards.
  - The Cardholders names, limits, card details and other information are minuted at College Council and any subsequent changes.
- The Business Manager will ensure that monthly purchasing card statements are attached to the relevant C21 reports and tabled at the Finance Committee Meetings and College Council.

### Purchasing |

College Council has authority to purchase or maintain the goods, equipment and material necessary to carry out its functions and must ensure that the college complies with the Department's Finance Manual for Victorian Government Schools June 2018 including:

- Adhering to purchasing thresholds requirements
- Obtaining best value for money
- Issuing purchase orders for all goods and services purchased
- Not allowing use of a college purchase order to buy items for personal use
- Confining the authority to sign purchase orders to the principal or a designated officer
- Recording the persons authorised to sign purchase orders in the college council minutes

### Monitoring and review of the implementation of the policy |

- This policy will be reviewed as part of the college's three-year review cycle or when guidelines change (Last updated 2018). The Principal as Executive Officer of College Council, will ensure that the college-level policy complies with the DET's policy and that all staff are familiar with and adhere to it.
- The [Finance Management Policy](#) is available from the DET [School Policy and Advisory Guide](#).

**Date of approval by College Council | November 2019**