

# SCHOOL PURCHASING CARD POLICY

## PURPOSE

A purchasing card provides schools with the ability to purchase goods and services using non-cash electronic payments by way of debit card transactions.

Use of the purchasing card allows schools to access the options and convenience provided by internet purchasing.

## SCOPE

This policy applies to Carrum Downs Secondary College School Councillors and to any staff who have a role within the Purchasing Card Program as an authoriser, administrator or cardholder.

## POLICY

The current government contract is for a VISA Corporate Card issued by the Westpac Bank.

Carrum Downs Secondary College will ensure the following are present and regularly reviewed and maintained:

- adequate internal controls and security measures
- a cardholder register
- locally determined credit limits
- School Council reporting procedures to implement and monitor the operation of the school purchasing card facility.

## SCHOOL COUNCIL

School Council is responsible for monitoring of spending to ensure that the purchasing cards are being used in accordance with the Expenditure Management guidelines set out in Section 11 of the Finance Manual for Victorian Government Schools.

This policy is required to be formally minuted and reviewed by College Council annually

## INTERNAL CONTROLS

- The Principal will be responsible for ensuring that staff assigned a purchasing card are made fully aware of security requirements, and that all purchasing must be accompanied by an official school order.
- Each cardholder must complete an *Undertaking by Cardholder* form agreeing to conditions and limits before a card may be ordered.
- The School Purchasing Card is to be used for acquiring goods and services on behalf of Carrum Downs Secondary College.
- The only School Purchasing Card authorised cardholders are to be the Principal and Business Manager and those approved by School Council.
- The monetary limits to be set for the School Purchasing Card are a maximum of \$10,000 for each card with the approved limit being that amount ratified by School Council annually

- A cardholder cannot authorise his or her own expenditure.
- All proposed expenditure is approved by the Authorising Officer upon completion of a school purchase order by the Cardholder. The Authorising Officer for the Principal will be the School Council President and the Authorising Officer for the Business Manager and other card holders will be the Principal.
- All expenditure approved by the Authorising Officer is reported to, and subsequently accepted by, the School Council.
- The card must never be used for payment of personal expenses of any nature or to withdraw a cash advance.
- The cardholder will take adequate and reasonable measures to protect the School Purchasing Card from being lost, stolen or misused.
- All transactions made using the School Purchasing Card must have prior approval by an authorised signatory for ordering goods and services or the Principal and be substantiated by original supporting documentation.
- Lost or damaged cards are to be immediately reported to Westpac and the appropriate Authorisation Officer.
- The Cardholder is responsible for providing all receipts, to reconcile a monthly statement.

## COMMUNICATION

This policy will be available on Carrum Downs Secondary College's website <https://cdsc.vic.edu.au/>.

## FURTHER INFORMATION AND RESOURCES

On the Department's Policy and Advisory Library: [PAL Finance Manual – Financial Management in Schools](#)

- [Section 11 – Expenditure Management, Purchasing Card 11.7](#) School Purchasing Card resources, located on the Resources tab under the Banking sub-heading
- PAL [Procurement – Schools Policy](#)

## POLICY REVIEW AND APPROVAL

<b>Created date</b>	16 March 2026
<b>Consultation</b>	School Council Meeting
<b>Endorsed by</b>	School Council
<b>Endorsed on</b>	16 March 2026
<b>Next review date</b>	16 March 2027