



MONTEREY SECONDARY COLLEGE POLICIES

PURCHASING CARD POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Monterey Secondary College on (03) 9781 7700.

PURPOSE

To provide guidelines and processes to support Monterey Secondary College school council when establishing a Purchasing Card Program, whilst ensuring the school's procedures and internal controls are compliant with DET Policy and Guidelines.

SCOPE

This policy applies to Monterey 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.

Monterey 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

The Principal and Business Manager are required to complete the Schools Purchasing Card online module available on LearnEd prior to establishing a facility at their school. New cardholders should also complete the module, additional information can be requested by emailing schoolspurchasingcard@education.vic.gov.au.

Monterey Secondary College school council will approve the implementation of a Purchasing Card Program, with appropriate card limits. These approvals will be formally minuted.

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.

AUTHORISATION OFFICER

Monterey Secondary College's principal will be the authorisation officer. Where the Principal is the Cardholder, the School Council President must be the authorisation officer for that card.

As the authorisation officer, the Principal/School council president is responsible for:

- ensuring cardholders complete the School Purchasing Card online module
- ensuring they complete an *Undertaking by Cardholder* form
- approving expenditure (Purchase Order must be approved prior to expense)
- monitoring transactions, statements and reports

The Authorisation Officer must ensure all processes and procedures comply with Department requirements and this policy.

The Authorisation Officer will terminate or deactivate cards when no longer needed.

Where the Principal is the Cardholder, the school council president must be the Authorisation Officer for that card.

CARD HOLDER

Each cardholder must complete an *Undertaking by Cardholder* form agreeing to conditions and limits before a card may be ordered.

Cardholders should complete the School Purchasing Card online module.

Cardholders must be Department employees who have been approved by the School Council.

The card must never be used for payment of personal expenses of any nature or to withdraw a cash advance.

Cardholders must not allow any unauthorised persons to use the Purchasing Card.

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.

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 communicated to our staff in the following ways:

- A copy will be made available to all staff who are involved with, or responsible for, a school purchasing card
- Included in staff handbook/manual
- Discussed at staff briefings/meetings (as required)

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](#)

MONTEREY SECONDARY COLLEGE LOCAL POLICY

RATIONALE

The College Purchasing Card Program provides us with a flexible option to complete some purchasing transactions. School Council is responsible for ensuring implementation and usage is maintained under 'best practice' conditions to ensure financial accountability and internal controls in line with current DET Policy and Guidelines.

Aims:

- To provide enhanced risk control and security over transactions
- To provide clear documentation of processes

IMPLEMENTATION

The School Council and Principal will determine which personnel will be eligible to use the purchasing card and for which activities

- The School Council and Principal will determine the expenditure limit for each card holder and provide financial delegation to this limit
- School Council, with advice from the Principal, will appoint an Authorisation Officer
- The Undertaking by Cardholder proforma must be completed by each card holder on issue of a purchasing card and after any modification to the expenditure limit of a purchasing card
- The Principal will ensure that all approved card holders receive a briefing on the guidelines of card usage
- An up to date Cardholder Register is to be maintained by the school and presented to Council at the start of each school year
- All card holder names, card details and other information is to be minuted at School Council, including any subsequent changes

ADMINISTRATION PROCESSES

- All transactions must be properly authorised and comply with the School's financial controls for purchases
- A school purchase order must be raised to initiate expenditure
- Purchases will be authorised by the Principal or Business Manager Purchases by the Business Manager will be authorised by the Principal. Purchases by the College Principal will be authorised by the School Council President quotes or tenders must be obtained, where required, in accordance with the Victorian Government Purchasing Guidelines Goods are to be checked against delivery documents The original invoice and purchase order must be attached to the payment voucher for authorisation. Documentation is to be stored securely. Authorisation and access is for card holders only. The Principal and the School Council President must sign all paperwork with supporting documentation attached

RESOURCES

- Provision of secure storage of purchasing cards.

EVALUATION

The Purchasing Card Policy is to be reviewed annually and endorsed by the School Council as required for audit purposes.

Monterey Secondary College has two purchasing card holders:

Name	Position	Bank	Credit Limit
Peter Langham	Principal		\$3,000
Skye Columbine	Assistant Principal		\$3,000

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Consultation	March 2024 - Principal, Finance Team, School Council
Approved by	Peter Langham (Principal) and School Council
Next scheduled review date	March 2025