

Purchasing Card

POLICY

Rationale:

A school council is authorised to purchase goods, services, equipment or material for the purposes of the school by use of a School Purchasing Card. The school council may authorise School-Based Staff to be issued with, and purchase goods, services, equipment or material using, a School Purchasing Card. This card will be issued by Westpac.

Implementation:

- The Principal may have a card. Name and credit limits will be reported to Council.
- Normal purchasing controls must be followed for the use of these cards.
- A Purchase Order must be completed.
- Purchasing card may be used for online purchasing subject to usual internal control requirements.
- The monthly purchasing card statement will be attached to the relevant CASES21 reports and tabled at Council meetings.