



Pomonal Primary School No 2859

SCHOOL PURCHASING CARD

POLICY

Rationale:

- Pomonal Primary School Council assess that the use of a School Purchasing Card is a cost effective and efficient manner of purchasing goods, services, equipment or material.

Aims:

- To provide an effective and efficient process for acquiring goods identified by school council for purchase.

Implementation:

Pomonal Primary School Council determines, in conjunction with the Principal, who may be authorised to be issued with a School Purchasing Card.

Pomonal Primary School Council determines, in conjunction with the Authorisation Officer:

- (i) Whether to impose a maximum monthly limit of less than \$15,000, and if so, the limit to be imposed;
- (ii) The maximum limit of individual transactions applicable to each School Purchasing Card; and
- (iii) The restrictions (if any) to be imposed on the types of goods, services, equipment or material for which the School Purchasing Card may be used; and

In conjunction with the Authorisation Officer, implement or arrange for the implementation of adequate internal controls, security measures and reporting procedures to control the use and operation of the School Purchasing Card in compliance with:

- (i) Ministerial Guidelines and directions 1-9 of 1996 (notwithstanding for direction 8.1 (d) (ii)) in relation to the provision of services to designated schools;
- (ii) Any directions issued by the Secretary under clause 25 of the Constituting Orders in relation to the purchase by Pomonal Primary School of goods, equipment or material;
- (iii) Any directions issued by the Secretary under regulation 35 of the Education Regulations 2000 (as amended from time to time) in relation to the form in which Pomonal Primary School must keep proper accounts and records of the transactions and affairs of the Pomonal Primary School Council.
- (iv) Any other directions issued by the Secretary from time to time.

The Authorising Officer and Verifying Officer is nominated to be the current Business Manager of Pomonal Primary School, who must adhere to Guidelines and Direction 6 of the Ministerial Guidelines.

One Purchasing Card is to be held by the current Principal of Pomonal Primary School, following their signing of the Agreement and Acknowledgement Declaration.

The maximum limit of a single transaction is to be \$ 10,000
The maximum limit of monthly transactions is to be \$ 10,000

Further holders of the Purchasing Card will be decided by School Council as, and if, the need arises.

The maximum limit of a single transaction is to be \$ 5,000
The maximum limit of monthly transactions is to be \$ 5,000

Evaluation:

This policy will be reviewed by the Finance sub-committee as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

March 2015