

Purpose

College Council is responsible for the purchase of goods and services at *Mildura Senior College and Mildura English Language Centre (College)*, and determines the methods of payments that the College uses to make payment for these goods and services. One payment method is a purchase card facility in which the College Council can authorise College Officers to hold and pay for approved purchases using a purchase card.

Aims

This policy is to outline and authorise the use of a purchase card facility, the individual uses and conditions to which a cardholder must abide by in line with the Schools Purchasing Card Guidelines and Procedures as determined by DET and any associated Ministerial Guidelines and directions.

Definitions

DET: Department of Education and Training.

College: Mildura Senior College and Mildura English Language Centre

Guidelines

- The College's Purchase Card Facility must be supplied by Westpac Banking Corporation as per DET procurement contract arrangements.
- All DET established procedures and internal controls must be adhered to as per DET Purchasing Card Policy.
- All purchases must be made in accordance with normal College procurements processes.
- College Council may authorise the Principal and/or other nominated staff members as Cardholders and make payments on behalf of the College and these authorisations will be noted in the College Council minutes.
- Current cardholders and credit limits will be reported to College Council annually.
- All cardholders must agree and sign an 'Undertaking by the card holder' form.
- A Purchasing Card Cardholder Register will be maintained for administration and audit purposes. *Refer to Cases21 CR21122*
- No cash advances are available of the Purchasing Card.
- No personal expenditure is to be made using the Purchasing Card.
- The Authorisation Officer will terminate or deactivate cars when no longer needed.

Implementation

- All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorised by approving officers as per DET guidelines.
- Purchase orders must still be used to initiate or ratify expenditure.
- Cardholders must ensure their receipts have 'Tax invoice' on it or a stamp from the supplier and must be returned to the school office as soon as possible after the purchase is made. EFTPOS receipts are not deemed to be sufficient evidence of goods purchased.
- Cards are to be kept safe by cardholders.
- Lost cards are to be reported immediately to Westpac Banking Corporation and appropriate Authorising Officer by the relevant cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.
- Cardholders must maintain and update a Cardholder Activity Report, this report is submitted to Accounts Payable on the 22nd of each month for reconciliation purposes.

Termination of Cards

- When a staff member terminates their employment with the School, the Authorisation Officer will advise the bank regarding the destruction of the card.
- If there is a case of non-compliance with the above policy, a staff member may have their card holding rights revoked upon instruction of the College Principal, it will also be noted in the College Council minutes.

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Resources

This policy should be read in conjunction with the following Department polices and guidelines:

- School Policy and Advisory Guide:
[Finance](#)
[School Purchasing Card](#)

Appendices

- Undertaking by the Cardholder form
- Cardholder Activity Report

Review and Evaluation

The College Council is to formally minute and review this authority annually.

<i>Ratified by:</i>	<i>College Council</i>	<i>Ratified date:</i>	<i>20.03.2018</i>
<i>Document Owner:</i>	<i>Business Manager</i>	<i>Reviewed date:</i>	<i>20.11.2019</i>
<i>S:\Admin\Policy Docs\Policy Register\1.35 Purchase Card Policy</i>		<i>Review Cycle:</i>	<i>Annually</i>
<i>Principal Approval:</i>			

Date reviewed by College Council: 10.02.2020

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