POLICY: SCS5: Purchasing Card Policy	Issued: February 2026
REVIEW: Feb 2027	Approved: Sue Holmes (Principal)

PURCHASING CARD POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact 0397552007.

PURPOSE

To provide guidelines and processes to support Sherbrooke Community 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 Sherbrooke Community 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.
Sherbrooke Community School 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.

Sherbrooke Community 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

Sherbrooke Community School'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
- 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
- On Compass under school documentation in the policies folder
- Discussed at staff briefings/meetings (as required)
- On the school website

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

Policy approved on	
Approved by	School Council president
	Principal
Next scheduled review date	Feb 2027

This document must be completed by all personnel who have a school purchase card and must be retained for AUDIT

UNDERTAKING BY THE CARDHOLDER
School Purchasing Card
Agreement and Acknowledgment by Cardholder

Name of Cardholder: _____

Position: _____

School Council President: _____

I understand and agree that the School Purchasing Card is issued to me on the express understanding that I will, at all times, comply with the following conditions:

USE

1. I will only use the School Purchasing Card for proper school purposes.
2. I can use the School Purchasing Card to a maximum limit of $(*insert number*)* in any one transaction and to a maximum monthly limit of $(*insert number*)*.
3. I will not split transactions on the School Purchasing Card to avoid exceeding purchasing card transaction limits.
4. My use of the School Purchasing Card is subject to the following restrictions on transaction types: (*please specify*)*
5. I will use the School Purchasing Card in accordance with the terms and conditions issued by the *Westpac Banking Corporation* relating to its use.
6. I will not use the School Purchasing Card to obtain cash.
7. I will not use the School Purchasing Card to pay for tips or gratuities.
8. I will not personally obtain private benefits where purchases are funded by DET, such as the accumulation of reward points through loyalty programs, e.g. FlyBuys or Woolworth's rewards.
9. I will not permit the School Purchasing Card to be used by any person other than myself.
10. I will ensure that each transaction made using the School Purchasing Card is substantiated by original supporting documentation.
11. I will take adequate and reasonable measures to protect the School Purchasing Card from being lost, stolen or misused.

LOST OR STOLEN CARDS

12. I will immediately report the loss or theft of my School Purchasing Card to the *Westpac Banking Corporation* (using the 24 hour emergency number) and to the Authorisation Officer.

UNAUTHORISED TRANSACTIONS

13. I will immediately report any suspected or known unauthorised use of the School Purchasing Card to the *Westpac Banking Corporation* (using the 24 hour emergency number) and to the Administration Officer.

MONTHLY RECONCILIATION

14. I will review the monthly statement issued to me by the *Westpac Banking Corporation* for completeness and accuracy and will ensure that transactions appearing on the statement are matched to original supporting documentation. I will:
    - ensure that discrepancies on the monthly statement are followed up with the *Westpac Banking Corporation* and promptly advised to the Authorisation Officer;
    - ensure that goods, services, equipment or material paid for using the School Purchasing Card are actually delivered or provided;

- ensure that credits on the School Purchasing Card are raised as soon I become aware that goods, services, equipment or material are not delivered or provided in accordance with original expectations;
- verify that all transactions on the monthly statement can be reconciled with any report issued by the accounting program used by the school council from time to time; and
- submit any such report, together with the verified monthly statement to the Authorisation Officer for approval prior to any payment by the school council to the *Westpac Banking Corporation.*

RETURN OF SCHOOL PURCHASING CARD

15. I will immediately return the School Purchasing Card to the Authorisation Officer if:
    - I resign or retire, or if I am transferred to another school, or if my services as an employee are otherwise terminated;
    - the purpose for which the School Purchasing Card was issued to me has terminated or ceased; or
    - the School Purchasing Card is withdrawn by the Authorisation Officer or cancelled by the *Westpac Banking Corporation.*

PERSONAL INFORMATION

16. I consent to my personal details and my date of birth being disclosed by the School Council to the *Westpac Banking Corporation* for use only in connection with the issue to me of a School Purchasing Card.

DECLARATION

17. I confirm that I have access to only one School Purchasing Card.
18. I acknowledge receipt of
    - Ministerial Guidelines and Directions 1 to 6 of 2008;
    - School Purchasing Card – DET Guidelines and Procedures , and
    - the terms and conditions relating to the use of the School Purchasing Card issued by *Westpac Banking Corporation.*
19. I have completed the Schools Online Purchasing Card module and understand all aspects of the operation and use of the School Purchasing Card.

Date: _____

Name of Cardholder _____

Signature of Cardholder _____

Name of Principal _____

Signature of Principal _____

*Note: Amounts and restrictions pre-approved and minuted at School Council must be filled in prior to all parties signing.