

Purchasing Card Policy

2020

Rationale

Hampton Park Secondary College School Council approves the use of Purchasing Cards following the Ministerial Guidelines and Directions as set by the Department.

Guidelines

Ensure the School Council meets departmental guidelines refer to DET's Schools Purchasing Card Guidelines and Procedures.

Implementation

- the school council and principal determine which personnel and activities will be eligible to use the Purchasing Card
- the school council and principal determine the expenditure limit for each cardholder
- the school council, after advice from the principal appoints an "Administration Officer"
- an "Undertaking by the Cardholder" is completed by each user
- principal ensures that:
 - all approved purchasing cardholders receive a briefing on the use under specific guidelines
 - the cardholder's names, card details and other information are minuted at School Council annually, and any subsequent changes
- determine and document arrangements for safe and secure custody of the purchase card in a fire proof safe
- arrange for the monthly purchasing

card statement/s to be attached to the relevant reports (CASES21) for presentation at finance committee meetings for tabled at school council meetings

- the principal is the authorisation officer, followed by appropriate delegation to each cardholder to ensuring that:
 - financial accountability and responsibility for school transactions remains with the principal
 - reporting requirements will enable the principal, as authorisation officer, to oversee all cardholder spending
- where the principal is the card holder, the school council president must be the authorisation officer for that card
- ensure internal controls, security measures, Cardholder Register, relevant locally determined category limits and School Council reporting procedures to implement and monitor the operation of the School Purchasing Card
- purchasing charges to be approved by a more 'senior' member i.e. business manager and assistant principal approved by principal and principal's purchases approved by school council president
- ensure that all Purchase Card procedures and controls are met

Evaluation

Review annually, with recommended changes being presented to College Council

Ratified by HPSC College Council - 2020

Next review - 2021

Hampton Park

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