

**Edenhope College**  
**Purchase Card Policy**

**Rationale**

School Council has a responsibility to provide an available and secure process to purchase goods and services in addition to normal/current processes of using creditor accounts, and whilst on excursion from the school.

**Definitions**

<i>Cardholder:</i>	Those persons of staff agreed to by Edenhope College School Council as able to use and have a purchasing card in their name and who agrees to all conditions
<i>Defined Limit:</i>	Limit set on a card holder's dollar limit
<i>Direct Debit Sweep:</i>	Total amount of all Purchase Card balances debited from our account by the bank 10 days after the statement cycle ends
<i>Purchasing Card Cardholder Register:</i>	Document held by Authorisation Officer stating who holds cards, issue date and dollar limit
<i>Undertaking by the Cardholder:</i>	Form completed fully and signed for each card stating holders conditions and limits
<i>Administration Officer:</i>	The school employee responsible for managing purchasing card tasks. At Edenhope College this is the Business Manager.
<i>Authorising Officer:</i>	Person other than a cardholder who is nominated by the school council to; brief the cardholder, authorise and approves expenditure, monitors transactions, statements and reports. Must ensure all processes and procedures comply with DET requirements and regulations. This is usually the Principal; except when the cardholder is the Principal it is the School Council President
<i>Verifying Officer:</i>	The verifying officer will verify the identity of a cardholder to avoid the need for individual cardholders to provide identity at the local bank branches.

**Implementation**

New Cardholders

- School Council, via the recommendations of the Finance Sub-Committee, will rule on acceptance of an application submissions from a member of staff; this must be formally minuted by Council
- School Council will rule on the defined limit of an applicant based on the required use by the applicant; this must be formally minuted by Council.
- Approved applicants will be required to sign an 'Undertaking by the Cardholder' before a card is ordered by the Authorisation Officer from the bank
- New card holders will be required to submit all details of identification required by the bank for its purpose
- Authorisation Officer will be required to maintain a current 'Purchasing Card Cardholder Register' for administration and audit purposes. This Register should hold a copy of the Council Minutes recommending an applicant to become a cardholder, for audit purposes.

- Authorisation Officer is to induct each new cardholder via a briefing for guidelines

#### Storage of Cards

- All cards will be in possession of the cardholder, or stored in the school safe, when not in use.

#### Usage of Cards

- No cash advances are available on the purchasing card
- No 'Rewards' schemes are able to be linked to the purchasing card
- No purchases exceeding the defined limit on the card
- Cardholders must confirm with the Authorisation Officer at the school that their intended purchases come from valid ABN holders or those with a voluntary withholding status.
- Cardholders must ensure their receipts has 'Tax invoice' on it or the stamp from the supplier
- EFTPOS receipts are not deemed to be sufficient evidence of goods purchased
- No personal items may be listed on the receipt issued from the purchasing card
- Purchase orders (current practices) must still be used to initiate expenditure on the purchase card
- All current Internal Controls for Finance in place at the school must still be maintained with use of the purchase card
- The Authorisation Officer will be required to check all amounts on the statement against receipts supplied by the cardholder
- The Authorisation Officer will pursue all cardholders if there are any anomalies with their entries
- The Authorisation Officer will pursue all enquiries with the bank in a timely fashion, if possible before the monthly Direct Debit Sweep
- The cardholder must immediately report any stolen or damaged card to the Authorisation Officer

#### Termination of Cards

- The Authorisation Officer will terminate or deactivate cards when no longer needed – most particularly those cards issued for a specific purpose, such as an international excursion etc
- 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 points, a staff member may have their card holding rights revoked upon instruction of the Principal.

#### *Edenhope College Card Holders 2020 and card limits*

- The Principal, Jon Neall - \$1500
- The Business Manager, Lisa Oliver - \$1500
- Assistant Principal, Trevor McClure - \$1500
- Leading teacher, Emma Wallace - \$1500

#### **Evaluation**

This policy will be reviewed by school council annually.

Reviewed by School Council: 20 July 2020.