

COLAC SECONDARY COLLEGE

PURCHASE CARD POLICY

Rationale:

School Council is authorised to purchase goods, services, equipment or material for the purposes of the school by use of a School Purchasing Card within DET guidelines.

Aims:

- Streamlined and enhance the school's purchasing ability.
- To allow for flexibility to purchase goods within approved sub program budget allocations.

Implementation:

- All staff issued with purchasing cards must complete "Undertaking by the Cardholder Form"
- All staff issued with a Purchase Card must be approved by School Council
- Users will comply with the guidelines including the understanding of, and agreement to the terms & conditions
- All purchases will be made in accordance with the school budget and Purchasing Policy

Cards may be used for:

- Purchase of tickets through agencies such as Ticketmaster
- Purchase of items from retail outlets & service providers that do not have credit account facilities
- Overseas transactions that require payment in foreign currency
- Purchases made on the internet
- Where quick payment is required to meet deadlines
- Other purposes with the principal's approval

Guidelines:

- Vouchers will be produced with attached documentation
- All payments will be ratified by school council (Summary to be tabled)
- Purchasing cards cannot be used for cash advances
- All DET guidelines & procedures will be followed

Evaluation:

School Council will complete & return the Annual Letter of Assurance Document regarding appropriate use of cards and ensure that a register of card holders is maintained.

Policy ratified at School Council	Date: March 2022
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