

# Murrayville Community College Purchasing Card Policy

---

## **Rationale**

Purchasing via Credit Card, either in person or remotely, has become common practice and provides a number of distinct advantages to a remote school setting.

## **Aim**

College Council aims to capitalize on the advantages achieved by Credit Card purchases. These include maximising purchasing efficiency, achieving savings via immediate payments, allowing increased purchasing flexibility and the opportunity to access a broader range of resources.

## **Implementation**

College Council has entered into an agreement with Westpac Banking Corporation to establish a Purchasing Card Program at Murrayville Community College and has delegated the operational procedures of the Purchasing Card Program to Natasha Mudie, Principal.

College Council, in consultation with the Principal and Business Manager, may periodically authorise approved staff to be issued with a School Purchasing Card.

College Council requires that the implementation and usage of School Purchasing Cards is maintained under 'best practice' conditions to ensure financial accountability and optimum internal control, and that all actions are consistent with DET policy and guidelines. School Purchasing Card users are required to adhere to their personal "Undertaking by the Cardholder" which includes

- accepting increased responsibility and custodianship; ensuring that the School Purchasing Card is used for legitimate school expenditure within the limits set by College Council, and consistent with program budgets
- that the School Purchasing Card is not used to obtain cash or to pay for tips or gratuities
- that the School Purchasing Card is not used by anyone other than the designated user
- that each transaction made using the School Purchasing Card is substantiated by prior order and supported by original documentation
- that users sign monthly statements to verify individually raised transactions against supporting documentation
- that adequate and reasonable measures are taken to protect the School Purchasing Card from being lost, stolen or misused

College Council requires that monthly Purchasing Card Statements are copied and included as part of the Treasurer's Report to College Council.

## **Evaluation**

When First Approved: 15<sup>th</sup> June 2015

When Reviewed / Modified: 20<sup>th</sup> February 2017