



PURPOSE:

- Gordon Primary School will benefit from a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Early Childhood Development requirements in accordance with the Ministerial Guidelines and Directions.

IMPLEMENTATION:

- School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- Current cardholders and credit limits will be reported to School Council annually.
- All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorised by approving officers as per DEECD guidelines.
- Cards are to be kept safe by cardholders.
- Lost cards are to be immediately reported to the Bank and appropriate Authorising Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

Communication of Policies

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

REFERENCE/RELATED POLICY:

Ministerial Guidelines and Directions 1-6

EVALUATION:

This policy will be reviewed;

- as part of the school's three year review cycle.

This policy was ratified by School Council on 11.8.21