Purchasing Card Assignment & Usage

1 RATIONALE:

A purchasing card provides schools with the ability to purchase goods and services using non-cash electronic payments by way of debit card transactions.

2 AIMS:

To provide alternative payment method for purchasing goods and services at point of sale by accessing the options and convenience provided by internet purchasing.

3 IMPLEMENTATION:

The Principal will be responsible for ensuring that staff assigned a purchasing card are made fully aware of security requirements, and that all purchasing must be accompanied by an official school order

The purchasing card will be supplied and managed in accordance with DE requirements through the Westpac bank.

Staff authorised to process transactions using a school purchasing card must be minuted at School Council and entered on the Register.

- The School Purchasing Card is only to be used for acquiring goods and services on behalf of Nossal High School.
- The only School Purchasing Card authorised cardholders are to be the Principal, Business Manager, IRC Manager, Facilities and OHS Manager and Food Technology Assistant.
- The monetary limits to be set for the School Purchasing Card are $15000, $10000 & $5000, $1000 & $5000 for Principal, Business Manager, IRC Manager and Food Technology Assistant, respectively.
- A cardholder cannot authorise his or her own expenditure.
- All proposed expenditure is approved by the Authorising Officer upon completion of a school purchase order by the Cardholder
- The Authorising Officer for the Principal will be the School Council President and the Authorising Officer for the Business Manager, IRC Manager, Facilities and OHS Manager and Food Technology Assistant will be the Principal.
- All expenditure approved by the Authorising Officer is reported to, and subsequently accepted by the School Council.
- The School Purchasing Card must not be used to obtain cash.
- The cardholder will take adequate and reasonable measures to protect the School Purchasing Card from being lost, stolen or misused.
- The Cardholder is responsible for providing all receipts, to reconcile a monthly statement.
- Lost or damaged cards are to be immediately reported to Westpac and the appropriate Authorisation Officer.
- All transactions made using the School Purchasing Card must have prior approval by either the Business Manager as the delegated signatory for ordering goods and services or the Principal and be substantiated by original supporting documentation
- All purchasing card transactions must be reconciled against the statements from Westpac prior to the monthly card sweep.

4 EVALUATION

Policy last reviewed	27 May 2025
Author	Lydia Sayer (Business Manager)
Approved By	Nossal High School Council
Approval Authority (Signature & Date)	*Sivanthi Gurumurothy (School Council President)*
Date Reviewed	26 May 2026
Responsible for Review	School Council Finance Sub Committee
Review Date	May 2027
References	Available from: On the Department's Policy and Advisory Library: PAL Finance Manual – Financial Management in Schools Section 11 – Expenditure Management, Purchasing Card 11.7 School Purchasing Card resources, located on the Resources tab under the Banking sub-heading