



**MORNINGTON SPECIAL DEVELOPMENTAL SCHOOL**  
**PURCHASING CARD POLICY 2024**

**Aim:**

To utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Training requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 – 6 of 2008.

**Guidelines:**

In support of existing Administration policies to facilitate the efficient running of the school and should reflect charter goals and priorities. The School Council may authorise school based staff to be issued with a purchasing card to purchase goods, services, equipment or material using this card.  
This card will be a Visa issued by the Westpac Institutional Bank (WBC).

**Implementation:**

- The School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- A School Purchasing Card Agreement and Acknowledgement form is to be completed by the Cardholder.
- Current cardholders and credit limits will be reported to the 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 Department of Education and Training guidelines.
- Lost cards are to be immediately reported to the Westpac Bank and appropriate Authorising Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

**Responsibilities:**

**Staff Card holders will:**

- Ensure cards are kept safely locked in the safe at all times.
- Ensure all receipts and orders are attached with each monthly statement.

Purchasing Card Cardholder Register attached.

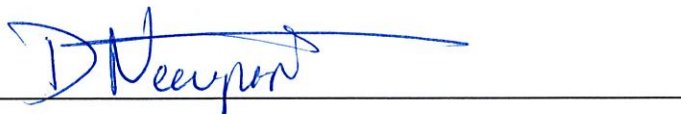
BELINDA HUNT

SCHOOL COUNCIL PRESIDENT:



DAVID NEWPORT

PRINCIPAL:



Ratified Date: 13 / 12 / 23

Review Date: 13 / 12 / 24