

# FRANKSTON HIGH SCHOOL

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## SCHOOL PURCHASING CARD POLICY

Approved February 2021

### POLICIES AND PROCEDURES

#### Rationale

With the advent of Internet electronic funds transfer has become the only form of commercial exchange for many businesses or companies. The advent of a paperless society has also reduced the applicability of the use of money cheques or promissory notes. The Department of Education and Early Childhood Development has investigated the use of School Purchasing Cards — credit cards — and has approved the distribution of such cards to Government School personnel. There are strict guidelines for the use of such cards. The Guidelines bind School Councils and are not subject to policy interpretation by schools.

#### Aims

- ▮ To ensure proper financial transaction and accountability processes
- ▮ To streamline purchasing activities by reducing the reliance on the time-consuming process of invoice/cheque/receipt
- ▮ To enable on-line, electronic purchasing in and beyond Australia.

#### Implementation

- ▮ Principal Class are approved to have and use School Purchasing Cards
- ▮ School Purchasing Cards are Mastercards which require the application of a signature to activate them
- ▮ The monthly expenditure limit for Frankston High School Purchase Cards is \$10,000 per card, per month with a total sum for all cards not to exceed \$50,000
- ▮ Card users are required to provide receipts for all expenditure and to be able to verify the nature of purchases
- ▮ School Purchase Cards are only permitted to be used on school-related purchases. It is not permitted to have a part-private purchase as part of a School Purchase-Card transaction
- ▮ No accumulation of any benefit scheme (including fly-buys, petrol credits or the like) is allowable for individual benefit in relation to the use of School Purchase Cards
- ▮ School Purchase Cards must be signed immediately they are received and are to be kept securely at all times
- ▮ All purchases must be authorised by a Principal Class Officer or Business Manager — providing that any one person may not authorise their own purchases
- ▮ Credit card purchases will be tabulated monthly and itemised for scrutiny by School Council as part of the overall financial report
- ▮ In the event of a lost credit card, it is the responsibility of the holder to immediately notify the "Stolen Credit Card telephone Number 131576, and advise the operator of the number of the credit card that is missing
- ▮ All users, administrators and School Councillors are obliged to adhere to the requirements of regulations, rules and expectations of the DET and the card issuer notwithstanding anything contained in this policy
- ▮ Documentation of individual transactional activity must be tabled at School Council meetings and signed by the School Council President and Secretary monthly or as close to monthly as scheduled School Council meetings allow.

#### Review and Approval

This policy will be reviewed by the Principal and Business Manager in consultation with the Finance Committee and presented to School Council for approval each year.