



**DONCASTER**  
SECONDARY COLLEGE

## **PURCHASING CARD POLICY**

College council will review this policy annually

**Date approved:** March 2019

**Date of next review:** 2020

### **RATIONALE**

Purchase Cards provide the College with more enhanced flexibility for purchases.

### **PURPOSE**

To utilise the benefits of Purchase Cards whilst ensuring the College's procedures and internal controls meet the Departments requirements in accordance with Ministerial Guidelines and Directions 1 to 6 of 2005.

### **GUIDELINES**

- The College Council and Principal determine which personnel and activities will be eligible to use the Purchasing Card;
- The College Council and Principal determine the expenditure limit for each cardholder.
- College Council, after advice from the Principal, appoint an "Authorisation Officer".
- An "Undertaking by the Card holder" is completed by each user according to the agreed amount.
- Cardholders' names, card details, any subsequent changes and other information are minuted at College Council.
- Document safe and secure custody of the Purchasing Cards.
- Arrange for the monthly purchasing card statement to be attached to the relevant reports and tabled at College Council meetings.
- Ensure that all Westpac Visa Card purchasing card procedures and controls are met.
- Implement internal control procedures for non-cardholders access to credit card purchases.