1. **PURPOSE**

To outline procedures within Armadale Primary School for using the School Purchasing Cards.

2. **OBJECTIVES**

To ensure that minimum risks and maximum internal control procedures are followed when setting up and administering school purchasing cards within Armadale Primary School.

3. **IMPLEMENTATION**

The Principal and Business Manager will apply:

3.1 Correct DEECD procedures of accounting for payments and refunds (refer 4.1 and 4.3)
3.2 Fraud prevention measures (refer 4.3 and 4.4)
3.3 Information privacy in conjunction with the Armadale Primary School Privacy Policy
3.4 Approved security controls (refer 4.3 and 4.6)
3.5 All monthly credit card statements to be presented at School Council Finance Sub-committee meeting for endorsement at School Council meeting.

4. **MONITORING AND REPORTING RESPONSIBILITIES**

Armadale Primary School will adhere to the following DEECD documents when setting up and administering a School Purchasing Card:

4.1 Internal Control for Schools, January 2015
4.2 Schedule 1 of the Victorian Information Privacy Act 2000
4.3 Finance Manual for Victorian Government Schools, September 2015
4.4 Armadale Primary School Privacy Policy
4.5 Ministerial Guidelines and Directions 1 to 6 of 2008, Issued under 5.2 of the Education and Training Reform Act 2006
4.6 Schools purchasing card, DEECD guidelines and procedures, v4.4 January 2015
   (All documentation available online at:
   www.armadaleps.vic.edu.au)

5. **EVALUATION**

In order to assess whether the policy has achieved the objectives set out in section ‘2. Objectives’ the School Council will:

5.1 Review the DEECD Official Auditor’s Report
   Or (where no audit has been conducted)
5.2 The Principal and Business Manager in conjunction with the Finance Committee will review documentation and procedures used for the School Purchasing Card by the end of Term 1.