

ARMADALE PRIMARY SCHOOL POLICY

SCHOOL No. 2634

School Purchasing Card Policy 2017

Authorisation: This policy was adopted by the Armadale Primary School Council Meeting on 26th June 2017

Recommended: By the Finance Sub Committee

Review Date: It is recommended that this policy is reviewed by the Finance Sub Committee in 2018

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 DET 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 DET 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 , June 2016
- 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, DET guidelines and procedures, May 2016
(All documentation available online at:
www.education.vic.gov.au/management/financial/Cases21.htm,
<http://www.education.vic.gov.au/school/teachers/management/finance/pages/purchasingcard.aspx>
www.education.vic.gov.au/management/governance/spag/finmanagement/finrec/finrecords.htm
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 DET 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.