



PATTERSON RIVER
SECONDARY COLLEGE

SCHOOL PURCHASING CARD POLICY

2026-2027

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | March, 2026 |
| Approved by | Principal |
| Next scheduled review date | March, 2027 |

Policy Background

Victorian Government Schools are required to have a purchasing card policy. DET requires that purchasing cards are VISA Corporate Cards issued by the Westpac Bank. This policy applies to Patterson River Secondary College school council members and to any staff who have a role within the Purchasing Card Program as an authoriser, administrator or cardholder.

Purpose

To provide guidelines and processes to support Patterson River SC School Council when establishing a Purchasing Card Program, whilst ensuring the school's procedures and internal controls are compliant with DE Policy and Guidelines.

Scope

This policy applies to Patterson River SC School Councillors and to any staff who have a role within the Purchasing Card Program as an authoriser, administrator or cardholder.

Policies

The current government contract is for a VISA Corporate Card issued by the Westpac Bank. Patterson River SC will ensure the following are present and regularly reviewed and maintained:

- adequate internal controls and security measures
- a cardholder register
- locally determined credit limits
- School Council reporting procedures to implement and monitor the operation of the school purchasing card facility.

School council

The Principal and Business Manager are required to complete the Schools Purchasing Card online module available on LearnEd prior to establishing a facility at their school. New cardholders should also complete the module, additional information can be requested by emailing schoolspurchasingcard@education.vic.gov.au.

Patterson River's School Council will approve the implementation of a Purchasing Card Program, with appropriate card limits. These approvals will be formally minuted.

School Council is responsible for monitoring of spending to ensure that the purchasing cards are being used in accordance with the Expenditure Management guidelines set out in Section 11 of the Finance Manual for Victorian Government Schools.

Authorisation officer

Patterson River SC's Business Manager will be the Authorising Officer.

As the Authorisation Officer, the Business Manager is responsible for:

- ensuring cardholders complete the School Purchasing Card online module
- ensuring they complete an *Undertaking by Cardholder* form
- approving expenditure
- monitoring transactions, statements and reports

The Authorisation Officer must ensure all processes and procedures comply with Department requirements and this policy. The Authorisation Officer will terminate or deactivate cards when no longer needed.

Cardholder

Each cardholder must complete an *Undertaking by Cardholder* form agreeing to conditions and limits before a card may be ordered. Patterson River's school council has approved a purchasing card for a Principal Class member and an employee involved in accounts payable.

Cardholders should complete the School Purchasing Card online module.

Cardholders must be Department employees who have been approved by the School Council.

The card must never be used for payment of personal expenses of any nature or to withdraw a cash advance.

Cardholders must not allow any unauthorised persons to use the Purchasing Card.

The Cardholder will be held personally liable for any unauthorised use of the Purchasing Card, unless the unauthorised use is the result of the Purchasing Card being lost or stolen, or the result of fraud on the part of a third party.

Lost or damaged cards are to be immediately reported to Westpac and the appropriate Authorisation Officer. The Cardholder is responsible for providing all receipts, to reconcile a monthly statement.

Use of the Purchasing Card

1. School council has approved the use of a purchasing card by a member of the principal class team and accounts payable.
2. Cards are to remain secured at all times. They may not leave the school property.
3. A \$5,000 limit has been approved for each card.
4. Staff members wishing to make a payment using the card are required to obtain any relevant quotes and complete a purchase order prior to seeking payment from business manager or accounts payable personnel.
5. The card details must not be communicated to any other people at any time (e.g. email the card details for payment)
6. All subscriptions must have an end date. Where subscriptions are set for auto renewal, then the subscription needs to be cancelled for renewal as soon as the current period has been purchased.
7. The purchasing card is to be used for payments in which bank fund transfers are not available, or one off purchases, including but not limited to:
 - a) Online purchases (e.g. eBay)
 - b) Payment of professional development courses
 - c) Conference bookings
8. Purchasing card statements are to be tabled at school council finance sub-committee meetings as a standing agenda item.

Communication

This policy will be communicated to our staff in the following ways:

- A copy will be made available to all staff who are involved with, or responsible for, a school purchasing card

Further information and resources

On the Department's Policy and Advisory Library: [PAL Finance Manual – Financial Management in Schools](#)

- [Section 11 – Expenditure Management](#), Purchasing Card 11.7 [School Purchasing Card resources, located on the Resources tab under the Banking sub-heading](#)
- PAL [Procurement – Schools Policy](#)

Attachments

- Purchasing Card Undertaking Form
- Example of Cardholder Activity Report



PATTERSON RIVER SECONDARY COLLEGE

UNDERTAKING BY THE CARDHOLDER

School Purchasing Card

Agreement and Acknowledgment by Cardholder

Name of Cardholder: _____

Position: _____

School Council President: _____

I understand and agree that the School Purchasing Card is issued to me on the express understanding that I will, at all times, comply with the following conditions:

USE

1. I will only use the School Purchasing Card for proper school purposes.
2. I can use the School Purchasing Card to a limit of \$5,000.00
3. I will not split transactions on the School Purchasing Card to avoid exceeding purchasing card transaction limits.
4. I will not use the School Purchasing Card to obtain cash.
5. I will not use the School Purchasing Card to pay for tips or gratuities.
6. I will not permit the School Purchasing Card to be used by any person other than myself.
7. I will ensure that each transaction made using the School Purchasing Card is substantiated by original supporting documentation.
8. I will take adequate and reasonable measures to protect the School Purchasing Card from being lost, stolen or misused.

LOST OR STOLEN CARDS

I will immediately report the loss or theft of my School Purchasing Card.

UNAUTHORISED TRANSACTIONS

I will immediately report any suspected or known unauthorised use of the School Purchasing Card to the Administration Officer.

MONTHLY RECONCILIATION

I will review the monthly statement issued to me by the Store Card Provider for completeness and accuracy and will ensure that transactions appearing on the statement are matched to original supporting documentation. I will:

- Ensure that discrepancies on the monthly statement are followed up with the Store Card Provider and promptly advised to the Authorisation Officer;
- Ensure that goods, services, equipment or material paid for using the School Purchasing Card are actually delivered or provided;
- Ensure that credits on the School Purchasing Card are raised as soon as I become aware that goods, services, equipment or materials are not delivered or provided in accordance with original expectations;
- Verify that all transactions on the monthly statement can be reconciled with any report issued by the accounting program used by the school council from time to time; and
- Submit any such report, together with the verified monthly statement to the Authorisation Officer for approval prior to any payment by the school council to the Store Card Provider.

RETURN OF SCHOOL PURCHASING CARD

I will immediately return the School Purchasing Card to the Authorisation Officer if:

- I resign or retire, or if I am transferred to another school, or if my services as an employee are otherwise terminated;
- The purpose for which the School Purchasing Card was issued to me has terminated or ceased; or
- The School Purchasing Card is withdrawn by the Authorisation Officer or cancelled by the Store Card Provider.

DECLARATION

I confirm that I have access to only one School Purchasing Card.

I have been briefed on all aspects of the operation and use of the School Purchasing Card.

Name of Cardholder: _____

Signature of Cardholder: _____

Name of Principal: _____

Signature of Principal: _____

Date: _____

Note: Amounts and restrictions pre-approved and minuted at School Council must be filled in prior to all parties signing.

