

COLAC SECONDARY COLLEGE

PURCHASE CARD POLICY

Rationale:

School Council is authorised to purchase goods, services, equipment or material for the purposes of the school by use of a School Purchasing Card within DET guidelines.

Aims:

- To enhance the school’s purchasing ability.
- To allow for flexibility to purchase goods within approved sub program budget allocations.

Implementation:

- All staff issued with purchasing cards must complete “Undertaking by the Cardholder Form”
- All staff issued with a Purchase Card must be approved by School Council
- Users will comply with the guidelines including the understanding of, and agreement to the terms & conditions
- All purchases will be made in accordance with the school budget and purchasing policy

Cards may be used for:

- Purchase of tickets through agencies such as Ticketmaster
- Purchase of items from retail outlets & service providers that do not have credit account facilities
- Overseas transactions that require payment in foreign currency
- Purchases made on the internet
- Where quick payment is required to meet deadlines
- Other purposes with the principal, or delegates, approval

Guidelines:

- Vouchers will be produced with attached documentation
- All payments will be ratified by school council (Summary to be tabled)
- Purchasing cards cannot be used for cash advances
- All DET guidelines & procedures will be followed

EVALUATION

This policy will be reviewed every year or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	February 11, 2025
Review date	2026
DET/VRQA required	Yes