DANDEONG HIGH SCHOOL
SCHOOL LEVEL WESTPAC PURCHASING CARD POLICY

Policy Statement

- The School Council and Principal determine which personnel and activities will be eligible to use the Purchasing Card.

- The School Council and Principal determine the expenditure limit for each cardholder.

- School Council, after advice from the Principal, appoint an Authorisation and Verifying Officer.

An undertaking by the Card holder is completed by each user

- All purchasing card holder receive a briefing on the use under specific guidelines

- The cardholders’ names, card details and other information are minuted at School Council and any subsequent changes

- All school internal controls must be met.

- Recording of payments via CASES 21

- Westpac bank will direct debit the school official account on the 17th day of the month.

WESTPAC is the creditor and all transactions are entered with the purchaser initials and the suppliers name and the amount of each transaction. The monthly statements are signed by the card holder and approved by the authorisation officer.

School Council Endorsement Date: 20 AUGUST 2013