DANDENONG HIGH SCHOOL
SCHOOL PURCHASING CARD POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Dandenong High School on 03 9792 0561 or dandenong.hs@education.vic.gov.au.

PURPOSE

To provide guidelines and processes to support Dandenong High School school council when establishing a Purchasing Card Program, whilst ensuring the school's procedures and internal controls are compliant with DET Policy and Guidelines.

SCOPE

This policy applies to Dandenong High School school councillors and to any staff who have a role within the Purchasing Card Program as an authoriser, administrator or cardholder.

POLICY

The current government contract is for a VISA Corporate Card issued by the Westpac Bank.

Dandenong High School will ensure the following are present:

- 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.

Dandenong High School 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

Dandenong High School Principal and Associate Principal will be the authorisation officers. Where the Principal is the cardholder, the school council president must be the authorisation officer for that card.

As the authorisation officer, the principal/school council president 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.

Where the Principal is the cardholder, the school council president must be the Authorisation Officer for that card.

CARD HOLDER

Each cardholder must complete an *Undertaking by Cardholder* form agreeing to conditions and limits before a card may be ordered.

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.

IMPLEMENTATION:

- Principal Class, Business Manager, Library Manager, Food Tech, ES Manager are approved to have and use School Purchasing Cards.
- School Purchasing Cards are credit cards, which require the application of a signature to activate them.
- School Purchase cards are only permitted to be used on school-related purchases. It is not permitted to have a part-private purchase as part of a school purchase-card transaction.
- No accumulation of any benefit scheme (including Fly-bys, petrol credits or the like) is allowable for individual benefit in relation to the use of School Purchase Cards.
- School Purchase Cards must be signed immediately they are received and are to be kept securely at all times.
- All purchases must be authorised by a Principal Class Officer or Business Manager - providing that any one person may not authorise their own purchases.
- In the event of a lost credit card, it is the responsibility of the holder to immediately notify the Stolen Credit Card telephone number 1300 650 107, and advise the operator of the number of the credit card that is missing.
- All users, administrators and School Councillors are obliged to adhere to the requirements of regulations, rules and expectations of DET and the card issuer notwithstanding anything contained in

this policy.

- Documentation of individual transactional activity must be itemised and tabled at School Council meetings and signed by the School Council President and Secretary as part of the overall financial report monthly or as close to monthly as scheduled School Council meetings allow.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: Purchasing
- School Procurement Policy
- School Purchasing Card Guidelines and Procedures
- Finance Manual for Victorian Government Schools

POLICY REVIEW AND APPROVAL

Policy last reviewed	19th August 2025
Approved by	School Council
Next scheduled review date	August 2026 – Review cycle for this policy is 1 year