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LALOR SECONDARY COLLEGE

Purchasing Card Policy

2018

AIMS

To utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Training requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 – 6 of 2008.

RATIONALE

In support of existing Administration policies to facilitate the efficient running of the school and should reflect charter goals and priorities. The School Council may authorise school based staff to be issued with a purchasing card to purchase goods, services, equipment or material using this card. This card will be a Visa issued by the Westpac Institutional Bank (WBC).

Use of the Purchasing Card should improve availability of resources and increase flexibility.

IMPLEMENTATION

The School Council may authorise the Principal and/or other nominated staff members as Cardholders.

A School Purchasing Card Agreement and Acknowledgement form is to be completed by the Cardholder.

Current cardholders and credit limits will be reported to the School Council annually.

All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorised by approving officers as per Department of Education and Training guidelines.

Lost cards are to be immediately reported to the Westpac Bank and appropriate Authorising Officer (College Principal) by the relevant Cardholder.

Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

RESPONSIBILITIES

Staff members will:

Ensure cards are kept safe by Cardholders at all times.

Ensure all receipts and orders are attached with each monthly statement.

Related Documents.

Department of Education and Training requirements as per Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 – 6 of 2005.

Annexe A – Purchasing Card Holders Register

ANNEXE A

Purchasing Card

Cardholder Register

Cardholder Name	Card Number	Issue Date	Expiry Date	Location	Undertaking by cardholder agreement signed and dated	Card limit (\$0-15,000) Per month	Change to limit and date	Cancellation date
Corey Jewell	04169	05/12	08/18	LSC	Yes	\$15,000		
Peter James	74397	05/12	07/18	LSC	Yes	\$2000		
Debbie Boyce	87714	05/12	03/21	LSC	Yes	\$5000		
Laura Forster	88012	12/14	11/20	LSC	Yes	\$2000		
Julie Ryan	93931	12/16	06/20	LSC	Yes	\$2000		
Lauren Jewell	16627	11/16	11/19	LSC	Yes	\$2000		
Silvana Sena	73514	05/12	05/18	LSC	Yes	\$15,000	11/03/2015	20/08/2016
Julie Cain	45154	05/12	05/15	LSC	Yes	\$2000		6/10/2014
Susie Polatidis	00969	05/12	05/15	LSC	Yes	\$2000		30/01/2015
Anne Borrell	24795	05/12	05/15	LSC	Yes	\$1000		06/10/2014

Authorising Officer – Corey Jewell
 Authorising Officer for Corey Jewell’s purchasing card – School Council President