MANSFIELD SECONDARY COLLEGE  
Purchasing Card Policy

Reviewed by: School Council  
Date reviewed: March 2013  
Date of next review: February 2014  
Signature: __________________________

Name: Sandra O’Brien  
Position: School Council President

Rationale:

School Council is authorised to purchase goods, services, equipment or material for the purposes of the school, using a School Purchasing Card. 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 Mastercard by the Commonwealth Bank.

Aim:

To utilize the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Early Childhood Development requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 to 6 of 2005.

Implementation:

- School Council may authorize The Principal and/or other nominated staff members as Cardholders.
- Current cardholders and credit limits will be reported to School Council annually.
- All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorized by approving officers as per Department of Education and Early Childhood Development guidelines.
- Cards are to be kept safe by The Business Manager and issued to card holders as requested.
- Lost cards are to be immediately reported to the Commonwealth Bank and appropriate Authorizing Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.