Robinvale College
"Great Learning for a Thriving Community"

SCHOOL PURCHASING CARD POLICY		
Position Held On Council:	**Name:**	**20th May 2025**
President:	**Andrew Young**	
Acting Principal:	**Lyn Coulter**	
	Date To Be Reviewed:	**February 2026**

Help for non-English speakers

If you need help to understand the information in this policy please contact the Administration Office.

PURPOSE

To provide guidelines and processes to support Robinvale College 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 Robinvale College 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.
Robinvale College will ensure the following are present:

- adequate internal controls and security measures
- a cardholder register
- locally determined credit limits
- College Council reporting procedures to implement and monitor the operation of the college purchasing card facility.

COLLEGE 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 schoolpurchasingcard@education.vic.gov.au.

College Council will approve the implementation of a Purchasing Card Program, with appropriate card limits. These approvals will be formally minuted.

College 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

Robinvale College's Principal will be the Authorisation Officer. Where the Principal is the cardholder, the College Council President must be the Authorisation Officer for that card.

As the Authorisation Officer, the Principal/College Council President is responsible for:

- ensuring cardholders complete the School Purchasing Card online module
- ensuring they complete the 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 card holder must complete an *Undertaking by Card holder* form agreeing to conditions and limits before a card may be ordered.

Cardholders should complete the School Purchasing Card online module.

Card holders must be Department employees who have been approved by the College Council.

The card must never be used for payment of personal expenses of any nature or to withdraw a cash advance.

Card holders must not allow any unauthorised persons to use the Purchasing Card.

The Card holder 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 Card holder is responsible for providing all receipts, to reconcile a monthly statement.

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- A copy will be made available to all staff who are involved with, or responsible for, a school purchasing card
- Included in staff handbook/manual
- Discussed at staff briefings/meetings (as required)

FURTHER INFORMATION AND RESOURCES

On the Department's Policy and Advisory Library: PAL Finance Manual – Financial Management in Schools

- Section 11 – Expenditure Management, Purchasing Card 11.7 School Purchasing Card resources, located on the Resources tab under the Banking sub-heading
- PAL Procurement — Schools Policy

REVIEW CYCLE

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.