



BAYSWATER PRIMARY SCHOOL

CONNECTION · EXCELLENCE · RESILIENCE · RESPECT

School No. 2163
Established 1879

Birch Street, Bayswater, 3153

(PO BOX 82) Australia

Tel: (03) 9721 3755

bayswater.ps@education.vic.gov.au

www.bayswaterps.vic.edu.au

BAYSWATER PRIMARY SCHOOL

PURCHASING CARD POLICY

PURPOSE

1. Convenient purchase of budgeted items.

IMPLEMENTATION:

1. At the start of each year, school personnel to be authorised to use a Purchasing Card are to be nominated and approved by School Council.
2. Only authorized card holders may use the card.
3. It is the responsibility of the cardholders to safeguard the card and card numbers against use by unauthorised individuals.
4. Lost cards must be reported immediately to the issuing Bank.
5. Liabilities of the card remain with Bayswater Primary School, rather than the cardholder, for all transactions made in compliance with purchasing procedures.
6. There is to be a limit of \$1000 on the card.
7. All purchases are to be documented on a purchase order with all receipts within 5 days of purchase and approved by the Principal or Business Manager.
8. All purchases are to be approved by the School Council President who signs the End-Of-Month Statement. This is to be done prior to the 16th of each month.
9. All Credit Card payments are to be made by the 16th of each month.

POLICY REVIEW AND APPROVAL

Policy last reviewed	3/03/25
Consultation	School Council – March 3rd, 2025
Approved by	Principal
Next scheduled review date	March 2026