



BAYSWATER PRIMARY SCHOOL

CONNECTION · EXCELLENCE · RESILIENCE · RESPECT

School No. 2163
Established 1879

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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 School Council Treasurer, then presented to the 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	15/05/23
Consultation	School Council – May 23rd, 2023
Approved by	Principal
Next scheduled review date	May 2024