



POLICY	SCHOOL PURCHASING CARD
DATE	February 2026
SCHOOL COUNCIL ENDORSEMENT	17 th February 2026
REVIEW DATE	February 2027

PURPOSE

To provide guidelines and processes to support Blackburn English Language School (ELS) School 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 Blackburn ELS School 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.

Blackburn ELS will ensure the following are present:

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

PURCHASING PROCESSES

- All purchases are to have an order through SOS.
- Orders must be entered onto the school's nominated ordering system (SOS) and approved **prior** to using the purchasing card.
- The creditors name on SOS for all purchasing card transactions will be the creditor's name. A monthly statement will be forwarded to the cardholder at the end of each month.
- The Cardholder Activity Report is to be completed and forwarded to the Business Manager by the 25th of the month.
- An approved order for each transaction and receipts for each transaction must be attached to the Cardholder Activity Report.
- Cash withdrawals are strictly prohibited by the Department of Education and will result in immediate cancellation of the card as well as disciplinary action by DET.
- If at any time a card holder is uncertain of the processes involved or if there are discrepancies on the monthly statement the card holder is advised to consult with the Business Manager before the 25th of the month.
- Card holders to take note of their transaction limit and card limit as these are not to be exceeded.

School 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 schoolspurchasingcard@education.vic.gov.au.

Blackburn ELS school council will approve the implementation of a Purchasing Card Program, with appropriate card limits. These approvals will be formally minuted.

School 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

At Blackburn ELS's Principal will be the Authorisation Officer. Where the Principal is the Cardholder the School Council President is the Authorisation Officer for that card.

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

- ensuring cardholders complete the School Purchasing Card online module
- ensuring they complete an *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.

Card holder/s

Each cardholder must complete an *Undertaking by Cardholder* form agreeing to conditions and limits before a card may be ordered.

Cardholders should complete the School Purchasing Card online module.

Cardholders must be Department employees who have been approved by the school council.

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

Cardholders must not allow any other person to use their Purchasing Card.

The Cardholder 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 Cardholder is responsible for providing all tax invoice 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

- School Policy and Advisory Guide: [Purchasing](#)
- [School Purchasing Card](#) Guidelines and Procedures
- Finance Manual for Victorian Government Schools

ENDORSEMENT

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	School Council on 17 th February 2026
Next scheduled review date	February 2027