

Rationale

Hazel Glen College recognises its role in the administration of its finances and is committed to providing the most appropriate processes for purchasing and ordering goods and services.

Aims

To provide an available and secure process to purchase goods and services when normal/current processes are unavailable – eg purchasing on-line and on excursions from the College.

Definitions

- a) *Applicant*: staff member who applies for a PC
- b) *Authorisation Officer (AO)* – the Principal, who sights the cardholders 100 point id, brief's the cardholder, approves expenditure, monitors transactions, statements and reports. Must ensure all processes and procedures comply with DEECD requirements and regulations
- c) *Cardholder*: those persons of staff agreed to by College Council as able to use and have a PC in their name and who agrees to all conditions
- d) *Defined Limit*: limit set on a card holder's dollar limit
- e) *Direct Debit Sweep*: finances debited from nominated College account by the Financial Institution 10 days after beginning of the month
- f) *Purchasing Card (PC)*: is the form of a company charge card that allows goods and services to be procured without using a traditional purchasing process
- g) *PC Cardholder Register*: document held by Finance Manager stating who holds cards, issue date and dollar limit
- h) *Undertaking by the Cardholder* – form completed fully and signed for each card stating holders conditions and limits

Implementation

1. New Cardholders

- 1.1. Only persons deemed by the AO to require a PC will be able to apply for one
- 1.2. Not all persons who apply for a PC will be given one
- 1.3. College council, via the recommendations of the Finance Sub-Committee, will rule on acceptance of an application submissions from a member of staff; this must be formally minuted by Council
- 1.4. College Council will rule on the defined PC limit for each applicant based on the required use by the applicant; this must be formally minuted by Council
- 1.5. Approved applicants will be required to sign an Undertaking by the Cardholder before a card is ordered by the AO from the Financial Institution

- 1.6. New Card holders will be required to submit all details of identification required by the Financial Institution to process the application
- 1.7. Finance Manager will be required to maintain a current PC Cardholder Register for administration and audit purposes. This Register should hold a copy of the Council Minutes recommending an applicant to become a cardholder, for audit purposes
- 1.8. A regular review of the PC Cardholder Register should be conducted
- 1.9. AO is to induct each new cardholder via a briefing for PC Guidelines and Financial Institution Guidelines

2. Storage of PCs

- 2.1. All cards will be stored in the College safe, when not in use.

3. Usage of PCs

- 3.1. No cash advances are to be available on the PC
- 3.2. No 'Rewards' schemes are to be linked to the PC
- 3.3. No purchases exceeding the defined limit on the PC
- 3.4. Cardholders should confirm, where practical, with Finance staff at the college that their intended purchases come from valid ABN holders or those with a voluntary withholding status
- 3.5. Cardholders must ensure their receipts have 'Tax Invoice' on it or the stamp from the supplier
- 3.6. EFTPOS receipts are not deemed to be sufficient evidence of goods and services purchased; tax invoices must be obtained.
- 3.7. Personal items must not be listed on the receipt issued from the PC
- 3.8. Current practices for purchasing must be used to initiate or ratify expenditure
- 3.9. The cardholder must immediately report any stolen or damaged card to Financial Institution and the AO

4. Maintenance of PCs

- 4.1. The AO will be required to check all amounts on the PC statement against receipts supplied by the Purchase Cardholder
- 4.2. The AO will pursue all cardholders if there are any anomalies with their entries
- 4.3. The AO will pursue all enquiries with the Financial Institution in a timely fashion, if possible before the monthly Direct Debit Sweep
- 4.4. Where a staff member is taking extended leave, the PC is to be returned to the College for storage

5. Termination of PCs

- 5.1. The AO will terminate or deactivate PCs when no longer needed – most particularly those cards issued for a specific purpose, such as an international excursion etc
- 5.2. When a staff member terminates their employment with the College, the AO will advise the Financial Institution regarding the destruction of the PC
- 5.3. If there is a case of non-compliance with the above policy, a staff member may have their PC holding rights revoked by the AO

Related Policies / Documents

Standard terms of usage from Bendigo Financial Institution
DET Fraud Policy
PC Guidelines

Evaluation

This policy was created in Term 2 of 2016
This policy will be reviewed as part of the College's annual review cycle