Rationale:
To facilitate the purchase of goods, services, equipment or material, where accounts are unable to be established. This card will be a Visa issued by the Westpac Institutional Bank (WBC).

Aims:
- To utilise the benefits of a Purchasing Card whilst ensuring the schools procedures and internal controls meet the Department of Education and Training requirements in accordance with Section 14A of the Education Act 1958 Ministerial Guidelines and Directions 1 – 6 of 2005.
- Use of the Purchasing Card should improve availability of resources and increase flexibility.

Implementation:
- The School Council may authorise the Principal and/or other nominated staff members as Cardholders.
- School Purchasing Card Agreement and Acknowledgement to be completed by the Cardholder.
- Current cardholders and credit limits will be reported to the School Board annually.
- All normal internal controls for use of a purchasing card will be followed with appropriate documentation completed, checked and authorised by approving officers as per Department of Education and Training guidelines.
- Cards to be kept safe by Cardholders.
- Lost cards are to be immediately reported to the Westpac Bank and appropriate Authorising Officer by the relevant Cardholder.
- Purchasing cards may be used for online purchasing subject to the usual internal control requirements.

2016 WBC Purchasing Card Holders:
Business Manager ($5,000)

This policy was last ratified by Torquay College Council in February 2017