



SCHOOL PURCHASING CARD POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact our School Administration Office on (03) 59 298411.

Purpose

This Policy covers the issue, use and reporting of School Purchasing Cards by the school and has been prepared in accordance with Department of Education's School Purchasing Card guidelines.

Scope

This Policy applies to the use of a School Purchasing Card for the procurement of all goods and/ or services by the school, irrespective of value. A School Purchasing Card is provided as additional method of payment for purchases to allow operational flexibility while maintaining good governance and financial controls. A purchasing card is not intended to replace existing procurement policies or purchasing practices.

Application

- School will operate two School Purchasing Cards issued to:
 - Zania Cope - \$2000
 - Veronika Afanasyeva - \$2000
- Authorised Officer for the School Purchasing Cards shall be:
 - Zania Cope
 - Rachel Davis
- When not in use, School Purchasing Cards must be stored in the Safe Room.
- Total credit card facility being \$8000
- Individual transactions shall be limited to \$2000 or less.
- A school purchase order must be raised and approved prior to using a School Purchasing Card for payment. Transactions over \$2,500 require Principal's approval on the purchase order.
- Monthly School Purchasing Card statements will be presented to School Council for review.
- All procurement requirements as per the Procurement Policy must be adhered to.

Annual Review

School Council will review this policy annually, and formally minute the same.

This policy was adopted at the Kuyim Primary School Council meeting held on the 25/02/2026

Signed: _____

Signed: _____

Name: Zania Cope

Name: Caitlin Harrison

Title: PRINCIPAL

Title: SCHOOL COUNCIL PRESIDENT

Date of issue: 25.02.2026

Person Responsible: Business Manager

Date of Next Review:

POLICY REVIEW AND APPROVAL

Policy last reviewed	25 th February 2026
Approved by	School Council
Next scheduled review date	February 2027