

JUNEE PRESCHOOL POLICIES

Credit Card Policy

Quality Area 7: Governance and Leadership

Purchase card expenditure limits

- ◁ Individual transactions on a purchase card are not to exceed the delegation of the officer concerned.
- ◁ Total expenditure is not to exceed the approved credit limit for any monthly billing cycle.

A cardholder shall:

- ◁ purchase from preferred suppliers wherever possible
- ◁ notify suppliers that the purchase is on the companies behalf and ensure that the appropriate pricing structure is obtained
- ◁ obtain a tax invoice/receipt when ordering goods or services to verify the transaction
- ◁ immediately inform the card provider and the Committee if the card is lost or stolen
- ◁ inform the Committee if the card is damaged and a new card needs to be issued
- ◁ reconcile the transactions with the hard copy tax invoice/receipts and resolve any discrepancies
- ◁ record detailed descriptions against individual transactions
- ◁ ensure that no other person uses the purchase card
- ◁ never disclose the purchase card number except when undertaking a transaction with a supplier.

A cardholder shall not use a card to:

- ◁ purchase items of a personal nature
- ◁ participate in any reward program

Monthly card reconciliation

- ◁ All transactions made over a monthly period are tabulated by the card provider and will be forwarded to Business Solutions for approval of the transactions. ◁ The Treasurer must review the appropriateness of expenditure and approve the expenditure. ◁ Details of the authorising person including name and position must be clearly printed and dated on the reconciliation form ◁ Reconciliation is to be

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completed within seven days of the statement being issued. ◀ If no reconciliation has been received within 21 days of the statement being issued then action may be taken to cancel the card.

Administration

The Approved Provider is responsible for:

- ◀ ensuring that transactions on a card have been approved by the Treasurer and Business Solutions
- ◀ obtaining necessary reports and activating inquiries into any anomalies or deviations.
- ◀ reporting to and following up with the cardholder any differences such as quantities, expenditures and purchases
- ◀ maintaining a register of all cards issued and ensuring that cards are signed at the time of issue

Accounting for expenditure

- ◀ A cardholder must retain credit card vouchers and all supporting tax invoice/receipts, to enable transactions from the bank to be checked and allocated to the correct account numbers.
- ◀ In the event that a tax invoice/receipt is missing and there is no physical evidence to support the purchase, the cardholder must include an explanation on the Purchase Card Exception Report form.
- ◀ The cardholder must recognise that this explanation constitutes a declaration that the goods or services purchased without a tax invoice/receipt were made in the course of their official duties and within their pre-set credit limits. This document must be certified by the appropriate delegate.

Discrepancies or disputed transactions

Discrepancies may occur between the statement record and the supporting documentation (tax invoice/receipts, etc) through card provider error or a breach of guidelines.

A card provider error may relate to matters such as an unauthorised transaction that the cardholder did not make or a duplicate or incorrect charge.

If a card provider error has occurred, the cardholder should detail the disputed transaction in the exception report form and immediately contact the card provider for a resolution.

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If the resolution of a disputed transaction is not reached in the first instance, the disputed transaction should be forwarded to the Committee for resolution.

SOURCES

National Audits group sample procurement policy

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.