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Last updated
20/06/2024

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Implementation date
20/06/2024

Reference number
PD-2020-0472-11-V01.0.0

Publicly available
No

Policy cluster
Finance

Purchasing cards (Pcard)

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Direction and guidance on the use of purchasing cards (PCards) – the preferred payment method for goods and services in the department – to ensure the efficient, economical, and ethical use of public resources, and to maintain standards of transparency, probity, ethics and integrity, in line with NSW Government policy.

Audience

School and education support staff (excluding contractors and consultants), authorised delegates under the *Government Sector Finance Act 2018* and finance managers in schools and business units.

Changes since previous update

Version	Date	Description of changes	Approved by
V01.0.0	20/06/2024	Under the 2023 Policy and procedure review program, new policy document with consolidated instructions previously provided in Purchasing card policy and Purchasing card guidelines. Updated instructions to make compliance requirements easier to understand and apply.	Executive Director, Shared Services

About the policy

Policy requirements

These procedures relate to section 1.5 of the [Financial management policy](#):

- ‘Department purchasing cards must be used in line with the department’s Purchasing cards procedures and delegations.’

For specific information on financial delegations under the *Government Sector Finance Act 2018*, refer to [Financial delegations under the GSF Act](#).