Rationale:
• Mastercard, through the QkR phone app provides schools with the ability to accept non-cash payments through a smartphone, iPhone or an android phone.
• Use of QkR allows schools to increase the options and convenience provided to parents as well as improves security by reducing the amount of cash handled and kept on school premises.

Aims:
• To pay charges, fees and canteen lunches by non-cash payments.
• To implement secure internal controls by following the Department’s guidelines.

Implementation:
• QkR installed on parent phones to allow payments.
• QkR managed by Administration staff, overseen by the Business Manager.

Banking Procedures:
  o Batches are generated daily when QkR payments have been made. They come through email and are then reconciled to the official account.

Refunds
  o The office is not able to refund directly through QkR, this is done by Mastercard for transactions cancelled within the app.
  o Payments that are paid for through QkR and then not required, eg. student didn’t attend an excursion; will be credited to the family account by a credit note by the usual office process of cleaning up excursions once they are finalised.

Evaluation:
• This policy will be reviewed annually.