



POLICY TITLE: CORPORATE CREDIT CARD POLICY

POLICY TYPE: ADMINISTRATIVE

CEO APPROVAL DATE: 30/10/2013

COMMENCEMENT DATE: 30/10/2013

REVIEW DATE: 30/10/2014

PUBLIC NOTIFICATION REQUIREMENTS: NOT APPLICABLE

PURPOSE/OBJECTIVE:

To provide for the efficient payment of procured items via a credit card.

SCOPE:

This policy applies to all credit cards transaction made by Council.

LEGISLATIVE REFERENCE:

Nil

DEFINITIONS:

Procurement – see Procurement Policy

POLICY PROVISIONS:

Nil

Delegation

Credit card is a form of payment made by Council and is linked to the financial delegations. Credit cards must only be utilised within the limits of a financial delegation provided in the delegations register.

When can the corporate credit card be used as a method of payment

The corporate credit card can be used where in the following situations:

- Where the use has been approved by the CEO and:
 - the use provides an efficient means of paying for a procurement
 - there is an urgent need for a procurement and the method of payment will speed up the transaction
 - where credit card is the preferred payment method of the supplier

At all times the procurement policy must be applied in making any procurement that will be paid by credit card.

At all times the credit card can only be used where a transaction relates to Council operations.

The corporate credit card cannot be used in the following circumstances

- without prior approval of the CEO
- for items that exceed the limit or balance of limit on the credit card
- where use of the credit card would incur excessive transactional fees and penalties
- for the procurement of capital items that must be recorded in the asset register
- to purchase land
- to purchase or pay for private or personal items

Use of the corporate credit card

- A tax invoice must be provided for all credit card transactions
- The monthly credit card statement must be reconciled to the tax invoices and processed against the appropriate job code
- The CEO and finance officer must sign off an approval that the credit card has been reconciled and that the expenditure has been made in accordance with Council's financial delegations and the corporate card policy

Issuing of corporate credit cards

The CEO will authorise the issuing of any corporate credit card including the credit limit to be applied to the credit card.

Loss of corporate credit cards

If a corporate credit card is identified as lost, misplaced or stolen the CEO must be notified and the credit card cancelled immediately.

Misuse of corporate credit cards

If a corporate credit card is used inappropriately or this policy is breached this may result in disciplinary action which may include dismissal due to a:

- Breach of the Local Government Act 2009 principles
- Breach of the Staff code of conduct
- Breach of the Procurement Policy
- Breach of the Corporate Credit Card Policy

RELATED DOCUMENTS:

Procurement Policy

Staff Code of Conduct



Warren Collins

Chief Executive Officer

Date: 30/10/13.