



SHIRE COUNCIL
Blayney

Corporate Credit Card Policy

Policy	4C
Officer Responsible	Chief Financial Officer
Last Review Date	16/04/2018

Strategic Policy

Objectives

The purpose of the Corporate Credit Card Policy is to identify employees who are entitled to a corporate card, outline the responsibilities of Corporate Card users and identify the permitted users of the cards.

Overview

Council has introduced Corporate Credit Cards with the aim to minimise administration expenses and time inefficiencies with purchases and to ensure effective control and accountability of certain Council purchases and payments.

The purpose of the Corporate Credit Card Policy is to identify employees who are entitled to a corporate card, outline the responsibilities of Corporate Card users and identify the permitted users of the cards.

Policy

The use of a Council Corporate Credit Card must be in accordance with the Corporate Credit Card Policy.

Scope

These Corporate Credit Card Policy apply to all users of Council's Corporate Credit Cards.

Responsibilities & Procedures

Corporate Credit Cardholders are responsible for:

- Signing the Corporate Card Acknowledgement and Conditions of Use form on receiving the Corporate Card.
- Ensuring the safe keeping of the Corporate Card and immediately reporting to the Bank and Chief Financial Officer if the Corporate Credit Card is lost, stolen, damaged or has suspected fraudulent transactions.
- Taking the appropriate measures to ensure the Corporate Card is not used by another person other than the approved cardholder.
- Exercising professional judgement with regards to Internet purchases in regards to the security of the site.
- Not using the Corporate Credit Card without having read and understood the Corporate Card Policy.

- Ensuring that the Corporate Credit Card is used in accordance with Council's Procurement of Goods and Services policy and other policies, as appropriate.
- Ensuring that expenditure is contained within available budget limits.
- Reimbursing Council for the cost of purchases deemed not to be for the use of Council, or Council related business within a reasonable period of time.
- Ensuring that a tax invoice, receipt, docket or similar source document is obtained for each transaction and given to the Chief Financial Officer with the completed Cardholder Statement form.
- Completing and submitting the Corporate Credit Card Transaction Declaration form when the original source document for a transaction is lost, stolen, mislaid, damaged or not received.
- Completing the Corporate Card Termination of Use Advice form when forfeiting the Corporate Credit Card due to transferring to another position that does not require a Corporate Credit Card, terminating employment with Council, or any other reason that may warrant the forfeiture of the Corporate Credit Card. A full acquittal of expenditure from previous statement date to termination date shall accompany advice.

Restrictions on Use

The Credit Corporate Card cannot be used to obtain cash.

Purchases must only be for the use of Council, or Council related business, and not for private or personal use.

The Corporate Credit Card is not to be used for obtaining items which are available from Council's stores inventory or where an account exists with the supplier e.g. Blayney Supermarket. A lack of planning or organisation by the cardholder is not considered a reasonable explanation for not obtaining goods from stores inventory.

Card Application and Use

Entitlement to a Corporate Credit Card shall be determined by the General Manager.

Controls on purchases

The use of the Corporate Credit Cards is subject to Council and Bank controls, policies and procedures.

The Chief Financial Officer will perform random audits on individual Corporate Cardholder's Statements to ensure that the Corporate Credit Card Policy is being adhered to.

Failure to comply with the conditions as detailed within this Policy may result in the cardholder's entitlement to a Corporate Credit Card being revoked and disciplinary action being taken.

Termination of Use

In the event that a cardholder's entitlement to a Corporate Credit Card has been terminated for reasons such as:

- (i) termination of employment;
- (ii) re-assignment to another position within Council;
- (iii) failure to comply with the conditions of this Policy; or
- (iv) any other reasons as determined by the General Manager,

the Corporate Credit Card, together with all supporting documentation and other relevant documentation, with a completed Termination of Use Advice form, must be forwarded to Chief Financial Officer.

Review

The Corporate Credit Card Policy will be reviewed on an annual basis and referred to Council for amendment as required.

Adopted:	Date: 14/05/2007	Minute: 07/091
Lasted Reviewed:	14/05/2007	Minute: 07/091
	14/03/2011	Minute: 1103/011
	10/12/2012	Minute: 1212/004
	07/01/2016	Position title updated
	16/04/2018	Minute: 1804/010
Next Reviewed:	15/03/2022	