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| <b>SUBJECT:</b> CORPORATE CREDIT CARD POLICY | <b>FILE NO:</b>   | FIN/0502  |
| <b>ADOPTED BY COUNCIL ON:</b> 20 August 2009 | <b>MINUTE NO:</b> | 308.08.09 |
| <b>AMENDED BY COUNCIL ON:</b>                | <b>MINUTE NO:</b> |           |

**Introduction**

Flinders Council operates a corporate credit card facility for use by approved personnel for purchases in accordance with Council policies. This policy applies to all Council corporate cards.

**Identification**

Corporate credit cards will only be issued to personnel approved by the General Manager or Corporate Services Manager, for the occasional, incidental purchase of particular goods and services where the purchase order system is not suitable.

**Issue of Cards**

The General Manager or the Corporate Services Manager must approve the issue of all corporate cards.

Before being issued their card, each cardholder must sign a declaration that they have read and understood and will be bound by this policy

**Security**

The individual cardholder is responsible for the security and use of their card.

**Usage Documentation**

Complete documentation (including a 'tax invoice' or receipt) to support all purchases must be provided promptly to the Accounts Department. Failure to provide this documentation may result in the General Manager or Corporate Services Manager determining that the card holder is personally liable for the expense.

**Credit Limit**

The credit limit for each card will be based on the usage of the card and approved by the General Manager or Corporate Services Manager

**Cash Withdrawal**

Corporate Credit Cards are not to be used to withdraw cash.

**Certification of Expenditure**

The Corporate Services Manager will certify the expenditure incurred on all cards held by staff.

The final certification of all employee and councillor expenditure will be made by the General Manager.

The final certification of the General Manager's expenditure will be made by the Mayor.

## **Breach of Principles**

Any breach of these principles must be reported to the General Manager by the card holder and the Corporate Services Manager.

Where a private purchase does occur due to exceptional circumstances then the card holder must arrange for a full reimbursement of the costs.

## **Related Legislation, Regulations and Policies**

*Local Government Act 1993*

Code of Tenders and Contracts Policy

Disciplinary Policy

Risk Management Policy

## **Responsibilities**

It is the responsibility of all staff to ensure this policy is adhered to.