

<b>SUBJECT:</b> <i>CORPORATE CREDIT CARD POLICY</i>	<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> 18 June 2015	<b>MINUTE NO:</b>	172.06.2015

### Introduction

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

**Issue of Cards** Corporate credit cards will only be issued to the Mayor and personnel approved by the General Manager and Corporate Services Manager, for expenditure as outlined in the Credit Card Procedure.

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

Upon termination of employment or office of Council the credit card must be returned to Council.

The General Manager has the right to terminate the card at any time.

### Security

The individual cardholder is responsible for the security and use of their card. The card can only be used by the cardholder except when otherwise authorised by the cardholder.

### 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.

A Tax Invoice is an invoice which has a Supplier's ABN. If a Tax Invoice or receipt is not able to be supplied, then a signed Statutory Declaration will need to be provided.

### 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 Corporate Services Manager.

### **Breach of Principles**

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

Where a private purchase does occur 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.