



CORPORATE CREDIT CARD PROCEDURE

FILE NO: FIN/0701
ADOPTED BY COUNCIL:

MINUTE NO:

Corporate Credit Card Procedure

1. Introduction

This procedure provides the basis on which to implement the Corporate Credit Card Policy, which allows Flinders Council to follow best practice when using the corporate credit card and ensures sound governance of expenditure incurred on behalf of Council.

2. Limitations

Corporate credit cards shall only be used as follows:

2.1 For the carrying out of Council authorised business including reasonable travel, accommodation and meal expenses.

2.2 For the meeting of Council Liabilities where it is efficient to do so, a purchase order will need to be completed.

2.3 No private expenditure shall be incurred, even if private funds are transferred or repaid immediately, to offset the expenditure.

3. Transaction Methods

Transactions shall be incurred in the following basis, without exception:

3.1. No private expenditure shall be incurred

3.2. EFTPOS transactions shall be allowed on condition that a receipt and tax invoice is received and provided to the Finance Officer.

3.3. Telephone transactions shall be allowed however a receipt and tax invoice must be sought and provided to the Finance Officer

3.4. Internet transactions shall be allowed however a receipt and tax invoice must be sought and provided to the Finance Officer.

4. Approval of Corporate Credit Card Expenditure

4.1. All expenditure incurred on corporate credit cards shall be supported by a tax invoice and in compliance with the requirements of the goods and services tax.

4.2. Those who are issued with a corporate credit card shall provide, and be responsible for the production of supporting documentation.

4.3. All expenditure incurred on corporate credit cards shall be reviewed and authorised by the Corporate Services Manager for the General Manager's credit card and by the General Manager for all other credit cards.

4.4. Expenditure incurred on corporate credit cards that is not supported by documentation will require a statutory declaration to be to the Finance Officer.

5. Management of Cards

All cards issued shall:

Corporate Credit Card Procedure

F3-P

- 5.1. Be signed on the reverse side of the card upon receipt, prior cards destroyed by cutting the card and returning it to the Corporate Services Manager
- 5.2. Not to be used for any use other than that outlined in this procedure.
- 5.3. Be the responsibility of each person issued with a card, including the security of the card.
- 5.4. If a card is lost it shall be reported immediately to the relevant bank by the holder and cancelled. The loss shall also be reported to the Corporate Services Manager.
- 5.5. Not to be permitted to be used by any person other than the card holder unless a purchase order has been issued prior to any purchase and authorised by the card holder.

6. Cessation of Employment

Corporate credit cards shall be returned immediately on the cessation of employment and shall be cancelled by the Finance Officers on the date of the cessation of employment.

DRAFT