

G14 Corporate Credit Card Policy

Purpose	To provide guidance on the allocation, use and administration of Council credit cards.	
Department	Governance	
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POLICY

1 Definitions

Corporate Credit Card - any purchasing card, including credit, debit, EFTPOS and similar bank cards issued by Council, and used for purchasing on behalf of Council.

2 Objective

Credit cards are recognised as an efficient and flexible method for paying for goods and services in the public sector when alternative, preferred, purchasing methods are unavailable. The objective is to assist in efficient delivery of local government services while minimising the potential for misuse and fraud.

3 Scope

Council's preferred purchasing methods - purchase orders and purchase contracts - are not always available in every purchasing situation. Credit cards offer a convenient and highly traceable alternative payment option and can substantially improve purchasing efficiency by reducing administrative costs. Credit cards may be appropriate for purchasing in the following typical situations:

- Smaller purchase amounts,
- Invoices for approved goods or services requiring immediate or out-of-cycle payment, when payment has been authorised;
- Where purchase orders are impossible or unworkable (such as internet purchases of approved goods or services); or would take too long, unreasonably impact operational efficiency or result in missed opportunity, for example, if a PO would incur significant and unreasonable additional costs (either to Council or the supplier) relative to the cost of the goods or services being procured;

- Where payment by credit card has been formally authorised, such as emergency situations; or,
- For purchases that cannot be made in the office, such as work-related travel expenses generated while traveling, or field work expenses requiring payment in the field.

Any transaction method holds the potential for misuse and the convenience and flexibility of credit cards can be a vulnerability. Therefore, sound policies and protocols for use and control must be established to take advantage of the improved purchasing efficiency while minimising the opportunity and impact of misuse of funds.

4 Policy

- 4.1 Flinders Council operates a corporate credit card facility for use by approved persons for purchasing when preferred purchasing methods are unavailable.
- 4.2 Cardholders must conform to sound principles of purchasing when using a Council corporate credit card for expenditure that is demonstrably approved and budgeted for, such as approved projects, approved entertainment or approved travel, in accordance with Council policies and the Corporate Credit Card Procedure.
- 4.3 Corporate credit cards will only be issued to the Mayor and personnel by authorised persons who have been authorised to issue corporate credit cards.
- 4.4 Each cardholder must sign a declaration that she or he has read and understood and will be bound by this policy and the associated procedure.

5 Procedure

The Corporate Credit Card Procedure provides the guidelines by which the authorised persons and holders of Council corporate credit cards will implement the Corporate Credit Card Policy.

6 Legislation

Local Government Act 1993
Code of Tenders and Contracts Policy
Disciplinary Policy
Risk Management Policy
Travel and Accommodation Policy

7 Responsibility

It is the responsibility of authorised persons and cardholders to ensure this policy is adhered to.