

S-G14 Corporate Credit Card Policy

Purpose	To provide guidance on the allocation, use and administration of Council credit cards.
Department	Governance
File No.	FIN/0502
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1 Definitions

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

2 Objective

To assist in efficient delivery of local government services while minimising the potential for misuse and fraud.

3 Scope

Council's preferred purchasing methods are purchase orders and purchase contracts, however, are not 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.

Any transaction method holds the potential for misuse and the convenience and flexibility of credit cards can be a vulnerability. Therefore, sound 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 personnel only. This facility may be used for purchasing approved goods and services when preferred purchasing methods are unavailable.
- 4.2 A Council corporate credit card may be used only in accordance with Council policies and the Corporate Credit Card Procedures for expenditure that is demonstrably approved and budgeted.
- 4.3 Corporate credit cards will only be issued to the Mayor and personnel by authorised Officers.

4.4 Each cardholder, on receipt of a council corporate credit card, 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

This Policy should be read in conjunction with the Corporate Credit Card Procedure.

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.