

1.4 CORPORATE CREDIT CARD

Policy Number	1.4	Date Commenced	24/10/2012
Date Adopted	24/10/2012	Resolution Number	23/10/2012/019
Review Timeframe	4 years		
Last Review Date	10/02/16	Next Scheduled Review Date	February 2020
Policy Responsibility	Chief Executive Officer and Audit Committee		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
1.4.001	10/2/16	Rescind resolution 15/17/03/15. Add a condition.

OBJECTIVE

To provide direction for the use of Corporate Credit Cards.

POLICY STATEMENT

From time to time it is more cost effective and convenient to utilise a corporate credit card facility rather than a pre-purchase or purchase and reimbursement process. Therefore, Council supports the use of corporate credit cards as follows:

The Chief Executive Officer and Administration Manager will each be issued a corporate credit card for use on Council business and expenditure only.

The following credit limits are applicable:

Chief Executive Officer \$4,000.00

Senior Administration Manager \$1,000.00

There is a \$1,500.00 limit for purchases using the card.

The following conditions apply to all cards:

- Prior approval must be sought from the CEO or the Senior Administration Officer.
- No cash advances to be made on the card.
- All credit card voucher slips to be retained by the card user and to be submitted to the Manager of Finance or Administration once a month in order for verification and reconciliation to be carried out on the account.
- Payments to be made within the specified time limit so that interest penalties are not incurred.
- Each credit card voucher slip is to have details attached as to what the purchase was for in order for the purchase to be allocated to the correct cost centre.
- No personal expenditure to be made on the card.