

Central Tablelands *Water*



Corporate Credit Card Policy

Policy Title:	Corporate Credit Card	
Responsible Officer:	Director Finance and Corporate Services	
Adopted:	Date: 12.10.2016	Minute Number: 16/079
Last Reviewed:	Date: May 2016	
Version Number:	v1	

Objective

The objective of this policy is to set out Council requirements for the responsible organisational use of Corporate Cards with the aim to minimise administration expenses and time inefficiencies with purchases and to ensure effective control and accountability of certain Council purchases and payments.

The purpose of the Corporate Card Policy & Procedures is to identify employees who are entitled to a corporate card, outline the responsibilities of Corporate Card users and identify the permitted users of the cards.

Council's principles regarding public access to Information and to facilitate the processing of requests for such access. This policy is to be read in conjunction with the Access to Information Guidelines.

Policy

The use of a Council Corporate Card must be in accordance with the Corporate Card Policy & Procedures.

Scope

These Corporate Card Policy & Procedures apply to all users of Council's Corporate Cards.

Responsibilities & Procedures

Corporate Cardholders are responsible for:

- Signing the Corporate Card Acknowledgement and Conditions of Use form (Attachment 1) on receiving the Corporate Card.
- Ensuring the safe keeping of the Corporate Card and immediately reporting to the Commonwealth Bank and Director Finance & Corporate Services if the Corporate Card is lost, stolen, damaged or has suspected fraudulent transactions.
- Taking the appropriate measures to ensure the Corporate Card is not used by another person other than the approved cardholder.
- Exercising professional judgement with regards to Internet purchases in regards to the security of the site.
- Not using the Corporate Card without having read and understood the Corporate Card Policy & Procedures.
- Ensuring that the Corporate Card is used in accordance with Council's other policies, as appropriate.
- Ensuring that expenditure is contained within available budget limits.
- Reimbursing Council for the cost of purchases deemed not to be for the use of Council, or Council related business within a reasonable period of time.
- Ensuring that a tax invoice, receipt, docket or similar source document is obtained for each transaction and given to the Director Finance & Corporate Services with the completed Commonwealth Bank Cardholder Statement form.
- Completing and submitting the Corporate Card Transaction Declaration form when the original source document for a transaction is lost, stolen, mislaid, damaged or not received.

- Completing the Corporate Card Termination of Use Advice form when forfeiting the Corporate Card due to transferring to another position that does not require a Corporate Card, terminating employment with Council, or any other reason that may warrant the forfeiture of the Corporate Card.

Restrictions of Use

The Corporate Card can only be used to obtain cash for work related purposes only when petty cash is not available at that time.

Purchases must only be for the use of Council, or Council related business, and not for private or personal use.

The Corporate Card is not to be used for obtaining items which are available from Council's stores inventory. A lack of planning or organisation by the cardholder is not considered a reasonable explanation for not obtaining goods from stores inventory.

Card Application and Use

Entitlement to a Corporate Card shall be determined by the General Manager.

The provision of a Council Corporate Card is subject to the approval of the General Manager.

Controls on purchases

The use of the Corporate Cards is subject to Council and the Commonwealth Bank controls, policies and procedures.

The Director Finance & Corporate Services will perform random audits on individual Corporate Cardholder's Statements to ensure that the Corporate Card Policy and Procedures is being adhered to.

Failure to comply with the conditions as detailed within this Policy may result in the cardholder's entitlement to a Corporate Card being revoked and disciplinary action being taken.

Termination of Use

In the event that a cardholder's entitlement to a Corporate Card has been terminated for reasons such as:

- (i) termination of employment;
- (ii) re-assignment to another position within Council;
- (iii) failure to comply with the conditions of this Policy; or
- (iv) any other reasons as determined by the General Manager,

the Corporate Card, together with all supporting documentation and other relevant documentation, with a completed Termination of Use Advice form, must be forwarded to the Manager Finance & Corporate Services.

Review

The Corporate Card Policy and Procedures will be reviewed on an annual basis.

The General Manager reserves the right to vary this Policy.

ATTACHMENT 1

Corporate Card Acknowledgment & Conditions of Use

To the General Manager

I acknowledge receipt of a Central Tablelands Water Corporate Card and acknowledge that I:

- (i) am aware of my responsibilities and duties as a Corporate Cardholder under the Purchase of Goods & Services Policy and Corporate Card Policy and Procedures.
- (ii) will only use the Corporate Card within the approved financial limits and for approved purposes.
- (iii) am aware that transactions made with the card are subject to authorisation and audit procedures.
- (iv) will reimburse Council for the cost of purchases that are deemed not for the use of Council, or Council related business;
- (v) will keep the card safe from unauthorised use at all times.
- (vi) will return the card to the Director Finance & Corporate Services:
 - (a) on request of the General Manager;
 - (b) prior to my assuming duties in another position within Council; or
 - (c) on termination of employment with Council;
 - (d) within a reasonable period of time once it has been deemed by the General Manager that I no longer require a Corporate Card.
- (vi) will advise the Director Finance & Corporate Services and the Commonwealth Bank customer service department immediately I am aware that the Credit Card has been lost, mislaid, stolen or misused.
- (viii) will not use the Corporate Card for any personal or private use.
- (ix) will only use the Corporate Card to obtain cash for work related purposes only when petty cash is not available at that time.
- (x) will use other means available for purchases when efficient and appropriate to do so rather than use the Corporate Card.
- (xi) am aware that if the goods are held as an inventory item that I must order through the Council store rather than use the Credit Card.

Corporate Cardholder's signature: Date.....

General Manager's signature: Date.....