

F2. Corporate Credit Cards and Store Cards Policy

Policy Objective

To outline the requirements and conditions for the issue and use of any Shire credit cards and Store Cards

Policy Statement

1. Approvals and use

- a) Council has approved the provision of a corporate credit card for the CEO in accordance with the CEO's contract of employment. This entitles the CEO to use the corporate credit card to make purchases for reasonable expenses incurred within the approved budget adopted by Council.
- b) All other corporate credit cards shall be approved by the Chief Executive Officer based on a demonstrated need and advantage to the Shire and used strictly in accordance with procedures developed and implemented by the CEO.
- c) Corporate credit cards are not to be used for a personal purpose. This is defined as a purpose that is not directly related to performing functions for the Shire.
- d) Cardholders cannot approve expenditure incurred on their own cards. CEO shall assess, approve, or refuse to approve expenditure by MFA / Managers.
- e) All credit card transactions by the CEO must be reported to the Council at the Council's monthly meeting for review, approval or refusal.
- f) When prior arrangements can be made a Purchase Order should be used in preference to the credit card.

2. Register

A register shall be maintained of all credit cards/store cards issued and will be stored in the Shire's record keeping system.

3. Credit limit and expenditure limit for Corporate Credit Cards and Store Cards

Position	Credit limit	Type of the Card	Maximum limit per transaction
Chief Executive Officer (CEO)	\$ 8,000*	Credit Card	\$ 5,000
Manager of Corporate & Community Services (MCCS)	\$ 4,000*	Credit Card	\$ 3,000
Manager Works & Services (MWS)	\$ 4,000*	Credit Card	\$ 3,000
Senior Administration Officer	\$1500*	Credit Card	\$1000
Tourism & Events Officer	\$1500*	Credit Card	\$1000

Note: *Combined limit of up to \$20,000

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The cardholders shall sign this policy statement acknowledging cardholder's responsibilities and legal obligations when using the corporate credit card/store card;

Credit Card Policy Statement

The Council shall have sole discretion in issuing a credit card/store card and the limitation of credit available on the card to the CEO and the credit card/store card will only be issued with the following conditions.

- a) The CEO shall have sole discretion in issuing a credit card / store card to other staff and the limitation of credit available on the card. Such discretion should not exceed the limits set by the Council in the issuing of a credit card / store card to the CEO.
- b) Credit cards / store cards should only be used for purchasing goods and services on behalf of the Shire of Dundas.
- c) When prior arrangements can be made a Purchase Order should be used in preference to the credit card / store card.
- d) Personal expenditure on a corporate credit card / store card is prohibited.
- e) The credit card is not to be used for cash withdrawals.
- f) A transaction slip for every transaction on a credit card / store card must be provided to the Accounts Officer upon returning to the office.
- g) Expenditure on entertainment shall be limited to the CEO's credit card only and in any event limited to \$1,000 per annum.
- h) The Accounts Officer shall maintain records of credit cards / store cards issued including expiry date, credit limit and details of purchases on the cards.
- i) If a credit card / store card holder ceases employment with the Shire of Dundas for any reason the card shall be handed to the Senior Administration Officer prior to departure. The Senior Administration Officer will cancel and destroy the card and make a file note on the employees file to the effect of the action taken.
- j) If a credit card lost or misplaced the holder must immediately notify the Senior Administration Officer.
- k) Credit cards are not to be transferred to other users.
- l) In the event that a "reward scheme" operates in conjunction with the credit card / store card, then the rewards are not to be used privately by the card holder. If reward credits do accumulate, where possible they should be used to the advantage of the Shire of Dundas.
- m) Credit card purchases are not to be transacted via facsimile, telephone or internet without the prior approval of the card holder.
- n) Credit card purchases should be supported by an authorised card payment approval form.
- o) If a credit card / store card is used by a staff member who is not the designated holder of the card, then the use of the card needs to be authorised by the designated holder of the card signing a duly completed credit card / store card approval form.
- p) Non-compliance with the above processes will result in the cancellation of the credit card / store card at the discretion of the Council or the CEO as appropriate.
- q) Credit card / store card holders are to sign an acknowledgement of the above conditions as shown below.

