

POLICY REVIEW – CREDIT CARD

Policy with amendments

Meeting Date: 22 November 2022

Number of Pages: 2

POLICY NO: F/FM/14

FORMER POLICY NO:

CREDIT CARD

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	Finance	Financial Management

OBJECTIVE

To ensure that Council staff have access to efficient and alternative means of payment for approved expenses.

POLICY

1. The provision of a corporate credit card is a facility offered to officers occupying the positions of Chief Executive Officer and Deputy Chief Executive Officer.
2. The maximum credit limit for a corporate credit card shall be \$10,000.00.
3. A further corporate credit card with a credit limit of \$2,000.00 be provided to the Community Emergency Services Manager ~~for use during emergency events~~ for costs reimbursable from the Department of Fire and Emergency Services that cannot be reasonably achieved through the Shire's normal purchasing systems.
4. Corporate credit cards must only be used for the payment of goods and services associated with Council business, in accordance with the Council's Purchasing and Tender Guide Policy - F/FM/7.
5. A purchase order and credit card authorisation form is to be completed for every purchase and forwarded with the receipt or other evidence of purchase to the Accounts Officer within five days of the purchase.
6. Corporate Credit Card expenditures are to be reconciled on a monthly basis.
7. All corporate credit card holders are to acknowledge receipt of the corporate card and acknowledge their responsibilities under this policy upon receipt of their card.

ADOPTED: **27 MAY 2014**

LAST REVIEWED: **27 JANUARY 2021**