

CREDIT CARDS

Objective

- To enable specified credit card holders to more conveniently and productively manage their workflows and job functions.
- To ensure that Council continues to conduct its business in a manner that meets industry standards.

Scope

All employees of Council issued with a Council credit card.

Policy

- Council will operate a credit card system to compliment its order based purchasing system to assist nominated staff that make regular, periodic or low value purchases in the course of their work.
- The maximum single purchase should not exceed \$2,000 per item. Single purchases exceeding \$2,000 in value should be ordered by placing an order on the financial software purchasing system. (This includes multiple items purchased in one transaction where the total invoice amount exceeds \$2,000).
- Card holders will be those nominated by the Department Manager and subsequently approved by the General Manager. Assessment should include an evaluation of the nominate person's job function and its consistency in achieving the operational functions of Council.
- The credit limit per nominated individual will be set by the Department Manager and approved by the General Manager and should be assessed in accordance with the nominated person's job function and the expected frequency of use. This process will also apply to changes in credit limits.
- The Finance Manager will, once correct authorisation has been received, be solely responsible for the ordering and distribution of the cards and the co-ordination of the subsequent monthly statements.
- Card holders are required to attend an induction session prior to receiving their new card. This session will outline the conditions and manner of usage of the card.
- It is the responsibility of the card holder to attach all original tax invoices to a completed Credit Card Authorisation Form and subsequently to monthly statements and forward the completed form/statement to their supervisor for approval in a timely and accurate manner. The minimum approval level for all card holders is their Department Manager.
- Random audits of transactions will be conducted from time to time by the Finance section.

- The card is to be used solely for the purposes for which it is issued to the nominated person. It should not be used for the following purposes:
 - Any personal or non-job function related purposes; or
 - To obtain cash advances, over the counter withdrawals or for the purchasing of bank cheques
- Cards are issued to individual personnel and are not transferable. Any card holder who permits another person to utilise their card, by allowing the other person to pass themselves off as the authorised officer, whether for work purposes or not, is committing an offence of fraud and disciplinary actions and/or criminal proceeding will be instigated.
- The Finance Manager can at any time recommend to the appropriate Department Manager or the General Manager the termination of nominated purchasing cards. This recommendation should be based on either a consistent or fundamental failure by the nominated individual to utilise the card and associated facilities in the appropriate or required manner.
- The credit cards are in no way linked to any frequent flyer or other rewards scheme.

Relevant Legislation

Local Government Act 1993 (NSW)
Crimes Act 1900 (NSW)

Associated Documents

Council's Code of Conduct
Council's Purchasing Policy
Council's Quotation Procedures

Responsible Officer:	Director Corporate Services		
Date Adopted:	15/5/08	Resolution No:	147/08
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