



Policy F4 – Corporate Credit Card

1. Policy Intention

To enable flexibility in purchasing procedures and to provide information on the use and responsibilities of Council Corporate Credit Cards by the Chief Executive Officer and Manager of Corporate Services.

2. Policy

The Shire is committed to:

- (a) Providing a useful resource to enable purchasing in remote and emergency situations.
- (b) Assist with purchasing where account facilities are not readily available, reducing the need for nominated staff to carry cash; and,
- (c) Providing an effective means of auditing expenditure incurred.

It is policy:

- (a) To provide the Chief Executive Officer with a corporate credit card with an expenditure limit of \$7,500.
- (b) To provide the Manager of Corporate Services with a corporate credit card with an expenditure limit of \$5,000.

2.1 Scope or Application

This policy applies in the following circumstances:

- (a) an agreement shall be signed by the cardholder and the Shire which sets out the cardholder's responsibilities and legal obligations when using the credit card;
- (b) credit cards should only be used for purchasing goods and services on behalf of the Shire;
- (c) personal expenditure is prohibited;
- (d) a credit card is not to be used for cash withdrawals or for the payment of fines; and
- (e) an expenditure request is to be completed and approved prior to any expenditure taking place. This form is to accompany the proof of purchase for auditing and reconciliation purposes.

2.2 Auditing

Sufficient and robust auditing processes are to be implemented and maintained to ensure the proper and accountable use of Shire Credit Cards.

A report on all spending under this Policy is to be included in the monthly financial report presented to Council each month.

Function	Finance				
Policy Number	F4				
Responsible Officer	Chief Executive Officer				
Related Legislation / Documents / Policies	Local Government Act 1995, Local Government (Financial Management) Regulations 1996				
Risk Rating	High	Review	Annually	Next Review	Oct 2023

		Frequency			
Date Adopted		16 February 2022		Resolution N#	RES 6804/02/22 Simple Majority

Amendments		
Date	Details of Amendment	Resolution N#
19 Oct 22	Policy number amended	6891/10/22

End