

Document Name	Document Version Number	Review Date
Corporate Credit & Purchasing Card Use Policy	1.0.5	December 2024
Date Adopted	Minute Number	Status
16 December 2020	5802	Major Revision

Purpose

The use of a Corporate Credit Card or Store Purchasing Card can be an efficient procurement method for the Council, saving Council time and money. Additionally, some services and suppliers, such as booking flights, accommodation and online subscriptions mandate use of a credit card.

Credit cards and purchasing cards must be subject to appropriate controls in order to protect Council funds, maintain the integrity of governance processes and maintain public confidence in Council operations. Council is obliged to maintain an effective system of internal control, in accordance with the Local Government (General) Regulation 2005 to address the significant risks of fraud and misuse of corporate credit cards.

The purpose of this policy is to ensure that Greater Hume Council is able to make use of the procurement efficiencies associated with the use of a Corporate Credit Card and/or Store Purchasing Card while maintaining transparency in the Council's operations and ensuring that the integrity of the Council is maintained. The policy ensures that operational and administrative costs and the risks associated with credit card and purchasing card use are minimised while providing cardholders with an alternative method of purchasing goods and services on behalf of the Council.

Scope

This policy applies to all Greater Hume Shire Council Officers issued with a corporate credit card and/or store purchasing cards. It documents the responsibilities attached to these cards and their acceptable use.

Definitions

Corporate Credit Card means a credit card issued in the name of Greater Hume Council

Store Purchasing Card means a card issued by a specific store/supplier, e.g. Officeworks, to be used to facilitate purchases from the specific store from which the card is issued.

Policy Content

Issuing

The Mayor or the Councillors will not be issued with Corporate Credit Cards.

The issue of a Corporate Credit Card is subject to the authorisation of the General Manager. All staff issued with a Corporate Credit Card are required to comply with **Appendix 1 – Credit Card Terms and Conditions**

The Director Corporate and Community Services is responsible for the issue of Corporate Credit Cards and Store Purchasing Cards to authorised personnel. Each credit card issued shall bear the name of the cardholder and the name of Greater Hume Council.

Corporate Credit Cards are issued to the position not the person. They are not a personal benefit that comes with the job but a Council resource

Responsibilities

It is the responsibility of the General Manager to establish the individual credit/transaction limit having due regard to the anticipated usage of the card and the likely expenditure to be incurred monthly.

Usage

The Corporate Credit Card must be used for official purposes only.

The Corporate Credit Card may be used to meet the costs of official out-of-pocket expenses (including approved entertainment / hospitality costs). The Corporate Credit Card must not be linked to any personal loyalty program such as frequent flyer programs and the like.

The Corporate Credit Card should only be used for the purchase of goods and services where it is impracticable to do otherwise. Store Purchasing Cards are to be used to facilitate the purchase of goods for Council use from specific suppliers where such cards are issued as part of a standard 30-Day business account.

Corporate Credit Cards are not to be used for private expenditure unless where it would prove impractical to split between business and private at the time of payment. All private expenditure is to be immediately identified and billed to the Council officer at time of payment.

Cash withdrawals are to be limited to exceptional circumstances where immediate cash requirements are necessary, e.g. where the card is not accepted. The total of such cash withdrawals must not exceed the estimated cost of the approved expenditure.

Administration

A tax invoice must be provided and retained for each transaction, including purchases made online or over the telephone.

Corporate Credit Card and Store Purchasing Card expenditure is to be acquitted and reconciled by the card holder within one month of incurring the expenditure. Once reconciled, the Monthly Cardholder Statement must be signed and certified by the card holder that all charges shown are correct and were incurred for official purposes. The certified statement and accompanying tax invoices must then be forwarded to the Director Corporate & Community Services for review and final authorisation. The Director Corporate & Community Services is to verify and sign off that all transactions on the statement are incurred on behalf of Greater Hume Council. The authorisation is to ensure the transactions are business related and the cardholder has supplied supporting documentation. Any unusual transactions must be followed up with the cardholder immediately.

In relation to the Director Corporate & Community Services, the Monthly Cardholder Statement must be forwarded to the General Manager for review and final authorisation. In relation to the General Manager, the Monthly Cardholder Statement must be reviewed and authorised by the Mayor and Deputy Mayor (or one other Councillor).

Cardholders are not, under any circumstances, to make unauthorised deposits to their corporate card accounts.

Council will maintain an accurate Credit Card and Store Purchasing Card Register listing all current cards in use. This register will be reviewed at least annually.

In the event of loss/theft through negligence or non-compliance with these requirements, any liability charged by the provider against Council may be passed onto the Council official. In addition, disciplinary action may be taken against the Council official in accordance with the provisions of the Local Government (State) Award and/or Council's Code of Conduct.

Deliberate misuse of a Corporate Credit Card or Store Purchasing Card will be treated as a breach of the Council's Code of Conduct. In addition, deliberate misuse will be reported to relevant authorities in line with the Council's Fraud Control Policy.

Links to Policy

Fraud Control Policy

Complaints Against Staff Policy

Internal Reporting (Public Interest) Disclosures Policy

Links to Procedure

Appendix 1 – Credit Card Terms and Conditions

Links to Forms

Nil

References

Credit Card Management in Local Government - NSW Audit Office

Responsibility

Director Corporate & Community Services

Document Author

Director Corporate & Community Services

Relevant Legislation

Section 356, Local Government Act 1993

Clause 209, Local Government (General) Regulation 2005

Associated Records

Nil

Appendix 1 – Credit & Purchasing Card Terms and Conditions

CARDHOLDER NAME: _____

POSITION TITLE: _____

Approval has been granted to issue you with a Council corporate credit card or purchasing card. This card has been issued on the express condition that you will, at all times, comply with the requirements stipulated below.

Important Note - Managers issued with a corporate credit card are in a position of trust in regards to the use of Council funds. All expenditure charged to your credit card is subject to examination to ensure its appropriateness and compliance with the policy conditions, as outlined within the *Corporate Credit Card Use Policy*. Improper use of that trust will result in your card being withdrawn and may render you liable to disciplinary and possible legal action.

I understand and agree that:

1. My credit card is only to be used for official business purposes and that should inappropriate expenditure occur, the value of that expenditure may be recovered from the cardholder.
2. My credit card is only to be used by the person whose name appears on the card.
3. I am personally responsible and accountable for the safe keeping of the card.
4. In the event that my card is lost or stolen, I will report the loss immediately to the bank and the Director of Corporate and Community Services.
5. Any PIN issued with the card (where cash withdrawals are permitted) must not be disclosed or carried with the card.
6. Monthly Cardholder Statements are to be acquitted and reconciled within 15 days of the Statement Date
7. Once reconciled, the Monthly Cardholder Statement will be signed and certified that all charges shown are correct and were incurred for official purposes and then forwarded to the Director Corporate & Community Services for review and final authorisation.
 - a. In relation to the Director Corporate & Community Services, the Monthly Cardholder Statement will be forwarded to the General Manager for review and final authorisation.
 - b. In relation to the General Manager, the Monthly Cardholder Statement will be reviewed and authorised by the Mayor and Deputy Mayor.
 - c. I also understand that repeated failure to acquit monthly statements in a timely fashion may result in my credit card being cancelled.
8. All transaction slips (ATM and merchant purchases) together with supporting Tax Invoices are to be retained and submitted when acquitting the monthly Cardholder Statement.
9. Where no documentation is available to support a particular transaction I will provide a declaration detailing the nature of the expense and that is business related. In the event that suspected unauthorised transactions appear on the Monthly Cardholder Statement I agree to contact the Director Corporate & Community Services immediately and cooperate in the completion of the on-line NAB Transaction Dispute Form as required.
10. I will not exceed credit limits.
11. Cash withdrawals will be kept to the minimum amount in exceptional circumstances to cover the business expense and will only be taken when the expense is imminent.
12. I will not make deposits to the card account.
13. In the event of my termination of employment I will immediately return the credit card and ensure the credit card account is properly reconciled and acquitted.

Signature of Cardholder _____

Name _____

Date _____

Position _____

Authorised by General Manager _____ Date _____