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<b>Classification:</b>	General
<b>First Issued/Approved:</b>	
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<b>Last Reviewed:</b>	9 June 2015 (Res 487/2015) 18 December 2018 (Res 247/2019)
<b>Next Review Date:</b>	December 2019
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i>
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	

### Corporate Purchase Cards

#### Introduction

When reviewing the internal controls surrounding the use of the Corporate Credit Cards in the purchasing cycle, Council should consider the following issues:

- Robust process for issuing cards to appropriately designated employees.
- Restricted access cards.
- Appropriate Credit Limits.
- Regular review of Credit card statements focusing on both the level and nature of credit card expenses.

#### Key Issues/ Risks

In relation to Corporate Credit Cards, the major risks faced by Council are summarised as follows:

- Credit Cards are issued to unauthorised employees.
- Credit Cards are used for Credits of personal nature.

#### Segregation of Duties

The following segregation of duties should occur when purchasing items on Credit Card:

- Approval of the Credit.
- Recording of the original Credit and liability.

#### Credit Card Controls

Controls in place to prevent Council issuing credit cards to unauthorised employee include the following:

1. Card Application and Issue
  - It will be determined by Senior Management which employees require the use of a Credit Card.
  - The Chief Executive Officer will determine the credit limit applied to each card in accordance with Councils Delegation of Authority.

- The employee responsible for the Bank Reconciliation will arrange with Bendigo Bank for the issue and collection of the Credit Card.
- All cardholder statements are sent directly to the employee responsible for the bank reconciliation, who reviews the nature and amounts on the statements and investigates any unusual items.

## 2. Card Use

- The card shall be used exclusively for the payment of Council related expenditure only. Such expenditure shall be primarily (but not limited to) used for the payment of accommodation, meals and travel expenses.
- Where practicable, purchases should be made through Councils purchase order system.
- The card must not be used to obtain cash
- The card must not be used for personal use.
- The card must only be used for fuel purchases where there are no Fuel Card facilities available.
- The cardholder MUST retain all sales vouchers/dockets/invoices and maintain any other records of his/her Credit Card and the employee responsible for the bank reconciliation will attach these documents to the Monthly Credit Card Costing Statement.
- Misuse of this card may result in Disciplinary Action, which may include dismissal.

## 3. Employees

- Sign the reverse of the card in the appropriate place at the time of issue.
- Have a personal responsibility for the security, confidentiality and observance of conditions for the use of the card.
- Not use the card other than for its approved purpose.
- Ensure that the transaction sales slip shows sufficient details of the nature and purpose of expenditure.
- Ensure that a tax invoice is obtained for all purchases on a credit card. The receipt shall be appropriately endorsed by the employee outlining clearly the nature of the purchases and coded to the appropriate account. Where a credit card is used for meals etc. the receipt will be appropriately marked with details of the purchases, including details of names of those attending the function and the purposes of the function
- Must advise IMMEDIATELY if the credit card is lost or stolen.
- Be responsible for all purchases on his/her card.
- Sign the Credit Card Acknowledgement Form (Appendix A) to acknowledge the terms and conditions associated with the use of the credit card.

### Termination of Employment

- Cards are to be cancelled immediately on termination of employment of the cardholder. The cardholder remains responsible to provide details of any expenditure included on a credit card statement up to and including their final day of employment.

### **FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

**POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).

To the District Council of Robe

I \_\_\_\_\_

acknowledge that I have been issued with a Credit Card for the District Council of Robe account, and that I:-

- Sign the reverse of the credit card in the appropriate place at the time of issue. \_
- Have a personal responsibility for the security, confidentiality and observance of conditions for the use of the credit card under the District Council of Robe’s policy.
- Not use the credit card other than for its approved purpose.
- Ensure that the transaction sales slip shows sufficient details of the nature and purpose of expenditure.
- Ensure that a tax invoice is obtained for all purchases on a credit card. The receipt shall be appropriately endorsed by the employee outlining clearly the nature of the purchases and coded to the appropriate account. Where a credit card is used for meals etc. the receipt will be appropriately marked with details of the purchases, including details of names of those attending the function and the purposes of the function.
- Must advise IMMEDIATELY if the credit card is lost or stolen.
- Be responsible for all purchases on the credit card.
- Acknowledge that the use of the credit card must be within the approved financial limits.
- Am aware that transactions made with the credit card are subject to authorisation and audit procedures.
- Undertake to return the credit card to the CEO or other person designated by the District Council of Robe:-
  - on request
  - prior to my assuming duties in another position that does not require the use of a credit card
  - on my leaving employment with District Council of Robe for whatever reason
- Acknowledge that my credit limit is \$ \_\_\_\_\_

Cardholder’s signature.....

Date            /    /