

BARCOO SHIRE COUNCIL POLICY CORPORATE CREDIT CARD

Policy Number: BSC-018	Version: 2
Classification: Administrative	Section: Corporate Services - Finance
Date Adopted by Council: 18 September 2019	Resolution Number: 2019.09.14
Responsible Officer: Chief Executive Officer	<p>Review: Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> 1. The related information is amended or replaced. 2. Other circumstances as determined from time to time by the Chief Executive Officer. <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.</p>
Legislation:	

OBJECTIVE

The aim of this policy is to ensure the correct use of the corporate credit cards for the purchase of goods and services for business operations of the Barcoo Shire Council.

POLICY STATEMENT

The Barcoo Shire Council will provide corporate credit cards to authorised Council officers for purchases made according to their delegations, and in compliance Council's with Procurement Policy.

DEFINITIONS

Nil

PROCEDURE

Corporate credit cards are issued to permanent employees of Council where it can be demonstrated that the facility is necessary and the most effective measure for making payments for expenses incurred in the course of official Council business and in accordance with Council's *Procurement Policy*.

Individual monthly credit and transaction limits are set for each credit card and will relate to the delegated financial authority for the officer.

CORPORATE CREDIT CARD USAGE

1. All purchases made on corporate credit cards must comply with relevant legislation including the Local Government Act 2009 and the Local Government Regulation 2012.
2. All purchases made on corporate credit cards must comply with Council policies including the *Procurement Policy* and Management Directive.
3. Purchases made on corporate credit cards shall only be for goods and services required for the official use of Barcoo Shire Council in conducting its business.
4. Corporate credit cards will not be used for cash advances.

5. Cardholders' will be required to certify that purchases are for legitimate business use. Cardholders' found to be in breach of this section may be subject to disciplinary action and may have their corporate credit card cancelled.
6. Depending on the requirements for the issue of a corporate credit card, restrictions on the type of purchases permitted may be placed on the corporate credit card use as directed by the Chief Executive Officer. These will be made known to the cardholder in writing.

ISSUING CORPORATE CREDIT CARDS

1. At a minimum the following positions will be issued a corporate credit card:
 - a. Mayor
 - b. CEO
 - c. Director of Corporate Services
 - d. Director of Works & Services
 - e. Executive Assistant
2. Approval for the issue of any other corporate credit cards and determination of category is by the Chief Executive Officer only.

CREDIT CARDHOLDER'S RESPONSIBILITY

1. Obtain a tax invoice for each purchase made.
2. Reconcile the monthly statement with the tax invoices.
3. Authorise the monthly statement by signing and returning to the Finance Officer with the tax invoices.
4. Ensure that any balances are paid within the required timeframe.

ASSOCIATED DOCUMENTS AND POLICIES

Procurement Policy

Entertainment and Hospitality Policy