



Credit Cards Policy

Reference Number:	3.7
Type:	Council
Category:	Corporate Services
Relevant Community Plan Outcome:	<ul style="list-style-type: none"> • Be bold and innovative in our practices, leadership and decision making. • Adaptive and sustainable management of the City's finances.
Responsible Officer(s):	Manager Financial Services
First Issued/Approved:	July 1996
Minutes Reference:	CoS 4/02/2019, Item 3.6
Last Reviewed:	February 2019
Next Review Due:	February 2021
Applicable Legislation:	Local Government Act 1999 Local Government (Financial Management) Regulations 2011
Related Policies:	
Related Procedures:	Corporate Card Procedure Corporate card conditions of use Corporate Spending Protocols

1. Purpose

This policy covers the use of Corporate Credit cards by Council Staff.

2. Scope

This policy extends to Council Staff who have designated use of a Corporate Credit card.

3. Policy Statement

Council will operate a Corporate Credit card system which permits an appropriate level of cards to be issued to operational staff throughout the organisation. The number of cards issued by Council will be reviewed regularly to ensure that the number of valid cards is appropriate for operational requirements. Where cards have not been used for at least 6 months they may be withdrawn. A Corporate Credit card can only be issued with approval of the responsible General Manager.

The Corporate Credit card recipient must comply with the Corporate Credit Card Conditions of Use Agreement that is acknowledged prior to application. This document details limits on usage and conditions relating to substantiation required to support credit card transactions.

The expenditure limit for Corporate Credit card use is up to a maximum of \$3,000 per month GST inclusive as approved by the relevant General Manager. Any changes to the expenditure limit approved for the cardholder up to \$3,000 can be approved by the General Manager. The Chief Executive is only authorised to approve a higher monthly limit greater than \$3,000 for an individual officer to address their specific operational requirements.

Maximum transaction limits (value) are defined in accordance with the Corporate Credit Card Conditions of Use Agreement and the Corporate Card Procedure.

Staff who fail to comply with the Corporate Credit Card Conditions of Use Agreement may have the card(s) withdrawn and be subject to disciplinary action.

4. **Definitions**

N/A