

Corporate Credit Cards

Policy Objective

To ensure appropriate controls are in place for the issue and use of corporate credit cards and to outline appropriate use by City officers.

Policy Detail

1. Controls for the issue of corporate credit cards

A corporate credit card will only be issued where there is a demonstrated advantage to the City which may include:

- a) An additional purchasing method that is more appropriate than paying by cheque, cash or electronic fund transfer (EFT).
- b) A useful resource in an emergency situation.
- c) A reduction in the need for cash to be kept on the premises resulting in security and administrative benefits.
- d) A reduction in administration costs.
- e) Facilitating regular online fixed subscriptions for services such as internet service providers.

2. Application for corporate credit cards

- a) The cardholder shall agree in writing that they fully understand and will comply with the Corporate Credit Card Custodian agreement.
- b) Corporate credit cards shall only be issued to permanent City employees.
- c) Corporate credit cards shall only be issued following authorisation by the Chief Executive Officer (CEO).
- d) Corporate credit cards to be issued to the CEO shall only be issued following authorisation by the Mayor.
- e) Limits for credit cards shall be determined by the CEO.

3. Conditions of use of corporate credit cards

- a) Card information including card numbers and pin numbers are to be kept confidential.
- b) Use of credit cards shall not contravene the Purchasing policy.
- c) Cardholders are required to retain all documentation including tax invoices for all transactions.
- d) A credit card reconciliation form is to be completed, approved and submitted to Finance with all substantiating documents within 15 working days of the end of each month.

- e) Credit card reconciliation forms are to be reviewed and approved by the cardholder's immediate supervisor. In the case of the CEO, the card reconciliation form should be reviewed and approved by the Mayor.
- f) A lost or misplaced credit card must be reported immediately to the Manager Finance.
- g) All credit cards are to be returned to the Manager Finance prior to termination of employment and are to be destroyed promptly.
- h) All credit cards shall be held by the Manager Finance during times of extended leave (2 months).
- i) Reward schemes should not be used in conjunction with credit cards.
- j) Credit cards shall only be used for the purchasing of goods and services on behalf of the City and shall not be used for personal expenditure.
- k) Credit cards must not be used for cash advances.

4. Register of corporate credit cards

A register of all issued corporate credit cards shall be maintained by the Manager Finance.

5. Misuse of corporate credit cards

Intentional misuse of corporate credit cards may result in the withdrawal of the use of the card and disciplinary action.

Using corporate credit cards for the following is considered misuse:

- a) Any personal expenditure.
- b) Cash withdrawals.
- c) Personal benefit from any reward programs.
- d) Any purchase not in accordance with this policy

Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Financial Management\) Regulations 1996](#)

Purchasing Policy

Corporate Credit Card Custodian agreement

Credit Card Reconciliation form

Credit Card Payment Request form

Reference to Internal Procedure

N/A

Definitions

N/A

This Policy is supported by:		
Policy No:	CP30	
Strategic Community Plan Strategy:	Goal 5: Responsible Belmont Strategy: 5.2 Manage the City's assets and financial resources in a responsible manner and provide the best possible services for the community	
Register of Delegations:	1.1.18 Municipal or Trust Funds: Payments and Procedures	
Service Area:	Corporate and Governance	
Policy Owner:	Manager Finance	
Policy Stakeholder:	N/A	
Amendment Status:		
Date of Amendment	Status of Amendment	Minute Item Reference
22/11/11		12.9
25/06/13		12.8
22/09/15	Minor	10.7
27/09/16	Review - Minor	12.9
25/09/18	Review – Minor	12.5
10/12/19	Review – Minor	12.8
24/05/22	Review - Minor	12.7
12/12/23	Review - Minor	12.8