

7.5 Credit Card and Store Card Facilities

Introduction	From time to time, purchases are necessary from businesses that do not accept a Purchase Order, or in circumstances where it is impractical to obtain a Purchase order or make alternative arrangements.	
Objective	To enable payments or purchases where normal creditors process are not available.	
History	Former Policy	1.2.15
	Adopted	19 December 2007
	Amended	27 July 2011
	Amended	21 June 2017
	Amended	17 November 2021

Policy Statement

1. The following staff are authorised to hold a Corporate Credit Card:

<i>Position</i>	<i>Maximum Limit</i>
<i>Chief Executive Officer</i>	<i>\$15,000</i>
<i>Manager Corporate Services</i>	<i>\$5,000</i>

2. Appropriate Use

The cardholder may use the card to purchase goods and services in person or by mail, telephone, fax order, internet or email from supplier, provided that –

- the card is used for the purchase of goods and services where the normal system of acquisition and payment is not feasible or practical.
- The purchase is for Shire business and within the cardholder's authority.
- The value is within the credit limit set.
- It is deemed necessary to use the card in remote or emergency situations.

3. Excluded Uses

The credit card is for Shire purchases only and must not be used for –

- Obtaining cash, bank cheques or similar by any method
- Purchase of goods or services of a personal nature
- Any entity without an Australian Business Number (ABN)

4. Managing the Credit Card

In managing the credit card, the cardholder has a responsibility to –

- Adequately secure the credit card
- Bear any cost of any charges deemed by Council to be of a personal responsibility
- Immediately advise the card provider and President/Chief Executive Officer if the card is lost or stolen
- Ensure that the credit limit placed on the card is not exceeded
- Ensure that the credit card is not used by anyone other than the card holder
- Ensure that appropriate documentation is kept for reconciliation. If documentation is not available, written justification of the expense is required.

5. Misuse of Credit Card

The cardholder will be considered to have misused the card if they fail to meet their responsibilities as described above. Misuse of the credit card may result in –

- The cancellation of use of the Corporate Credit Card
- Disciplinary action being taken
- The cardholder being required to bear the cost of any charges incurred by Council arising from misuse by the cardholder.

6. Return of Corporate Credit Card

The cardholder must return the credit card if:

- no longer employed by the Shire of Trayning
- Has been suspended or dismissed by Council or the CEO
- Otherwise requested by Council

7. Reconciliation Procedures

Each month the officer in charge of Bank Reconciliations will;

- Ensure that statements are distributed to the cardholder for authorisation and providing documentation.
- A full reconciliation of the credit card use is completed.
- Expenditure to be summarised and presented to Council with Bank Reconciliation reports.

8. Store Cards

A store card is permitted –

- at the discretion of the CEO only where its primary function is one of identification of the Shire's account with the provider,
- when not in use, is to be held in custody of the CEO, MOCS or Works Supervisor

– End of Policy

COMMENT

Nil