


District Council of Elliston Policy



Finance

E013 Corporate Credit Card

Signature	
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Person responsible for maintaining	Chief Executive Officer

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E013 Corporate Credit Card

1. Introduction

The District Council of Elliston (**Council**) operates a corporate credit card facility which permits an appropriate level of cards to be issued to staff within the organisation.

2. Purpose

This Policy provides guidance on how Council's corporate credit cards are to be allocated, used and administered to ensure that the credit cards assist Council in the delivery of its services while minimising the potential for misuse and fraud.

The use of credit cards to make small value purchases is a cost effective purchasing method. Credit Card use therefore improves the efficiency of transactions and reduces the administrative burden on Council employees when spending money on behalf of Council, including those who travel on Council business. In the case of expenditure on travel and entertainment, Council credit cards also reduce the likelihood of personal financial burden.

3. Principles

This Policy outlines the principles governing the use of Council credit cards and the procedures for issue and acquittal of credit cards, and extends to Council employees who have the delegated authority to use a Council corporate credit card. The cardholder is responsible for the correct use of the card at all times.

No Council credit card may be issued or used except in accordance with this Policy.

4. Corporate Credit Card Limits and Approvals

Council credit cards will only be issued to approved employees on the authority of the Chief Executive Officer (**CEO**). Cards will not be provided to Elected Members.

By the adoption of this Policy, the Council approves the Chief Executive Officer being issued a credit card.

Credit cards are not to be issued to short-term contractors, or contract personnel who have contracts that provide for them to be reimbursed costs incurred.

5. Application

The following requirements must be observed when applying this Policy:

- The Chief Executive Officer (**CEO**) must approve the issue of corporate credit cards
- All cardholders must have the delegated financial authority from the CEO to commit Council to expenditure
- The corporate credit card recipient must comply with the conditions of the Corporate Credit Card Procedure
- Council's Procurement Policy applies to all credit card purchases
- The Credit Cardholder Agreement must be signed by all credit card holders before a card is issued

11. Associated Documents

- E008: Procurement Policy
- EP003: Corporate Credit Card Procedure
- Corporate Credit Cardholder Agreement

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DOCUMENT HISTORY				
Version	Changes since last version	Approved by	Record No	Issue Date
2	Reviewed	Council	9.63.1/2	February 2019
3	Policy Application section added Appendix A Credit Cardholder Agreement added Minor word changes	Council	9.63.1/2	March 2023
4	Updated with new format Removed procedural requirements	Council	9.63.1/2	April 2024