

## **3.05 - CORPORATE CREDIT CARD POLICY**

### **1 INTRODUCTION**

The purpose of the Norfolk Island Regional Council Corporate Credit Card Policy is to establish rules for the use of Council's corporate credit cards and the responsibilities of cardholders using Council's corporate credit cards.

### **2 POLICY OBJECTIVE**

The policy will ensure that operational and administrative costs and the risks associated with credit card use are minimised while providing cardholders with an alternative and practical method of purchasing goods and services on behalf of the Council.

### **3 POLICY SCOPE**

This policy applies to all Norfolk Island Regional Council Officers issued with a corporate credit card. It documents the responsibilities attached to these cards and their acceptable use in accordance with the following legislation and regulations:

### **4 DEFINITIONS**

Nil.

### **5 LEGAL AND POLICY FRAMEWORK**

- *Local Government Act 1993*
- Local Government (General) Regulation 2005, Clause 209

### **6 IMPLEMENTATION**

#### **6.1 Roles and Responsibilities**

The following Council officers are responsible for the implementation of and the adherence to this Policy:

- The Mayor
- General Manager;
- Group Manager Corporate / CFO;
- Any officer approved by the General Manager to have a corporate credit card

#### **6.2 Communication**

The policy will be communicated to the officers who are corporate credit card holders. The policy is available on Council's website for the community and all staff to access.

#### **6.3 Associated Documents**

- Corporate Credit Card Holder Agreement form
- Credit Card Remittance Procedure

## 7 POLICY

### 7.1 Policy

- i. The issue of a Corporate Credit Card can only be approved by the General Manager.
- ii. The Group Manager Corporate (CFO) shall be responsible for the issue of Corporate Credit Cards to authorised personnel.
- iii. It is the responsibility of the General Manager to establish the individual credit limit having due regard to the anticipated usage of the card and the likely expenditure to be incurred monthly.
- iv. The Corporate Credit Card can only be used for official purposes.
- v. The Corporate Credit Card may be used to meet the costs of official out-of-pocket expenses (including approved entertainment / hospitality costs).
- vi. Corporate Credit Cards shall not be used for private expenditure
- vii. Corporate Credit Cards shall not be used for cash withdrawals.
- viii. The Corporate Credit Card holder is personally responsible / liable for Corporate Credit Card usage and charges until the expenditure is properly acquitted.
- ix. Corporate Credit Card expenditure is to be acquitted within one month of incurring the expenditure.
- x. Electronic Version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy verify that it is the current version.
- xi. The loss or theft of a credit card must be reported immediately to the Bank and the Group Manager Corporate/ (CFO) / Finance Team.
- xii. Authorised cardholders must comply with all directions that are issued for usage of credit cards. Cardholders should familiarise themselves with the conditions of use by the credit card provider and adhere to those conditions at all times.
- xiii. All credit card statements will be inspected / internally audited at regular intervals and it will be the responsibility of each officer to verify items of expenditure by way of receipts or explanation in order to satisfy the accountability requirements of Council and its Auditors.
- xiv. Corporate credit card holders must complete the Corporate Credit Cardholder Agreement to become an authorised corporate card user.

### 7.2 Links to Policies

This policy is to be read in conjunction with:

- Procurement Policy
- Statement of Business Ethics
- Council Code of Conduct

### 7.3 Links to Procedures

This policy is to be read in conjunction with:

- Purchasing Procedure
- Tendering Procedure

## 8 REVIEW AND VERSION CONTROL

Policy Number	3.05		Responsible Officer	Group Manager Corporate / CFO
Effective Date	21 February 2018		Next Review Date	2021
Version Number	<b>Version</b>	<b>Resolution No.</b>	<b>Effective Date</b>	<b>Version description</b>
	V1	2016/134	21 December 2016	Developed and Adopted
	V2	2018/18	21 February 2018	Reviewed and Adopted