



**District Council of Cooper Pedy**

## **POLICY NAME: CREDIT CARDS**

Responsibility:	Finance Manager
Effective date:	9 April 2020
Last revised date:	9 April 2020
Minutes reference:	
Next review date:	March 2022
Related Policies:	Employees Code of Conduct Fraud and Corruption Prevention Policy Gifts & Benefits Policy Procurement Policy Risk Management Policy & Framework Prudential Management Policy

### **1. Objective**

- 1.1 Council utilises corporate credit cards for the payment of travel, accommodation, entertainment and general purposes where other procurement methods are not available or not economical.
- 1.2 The use of credit cards to make small value purchases is a cost-effective purchasing method. The use of a Council credit card improves the efficiency of transactions and reduces the administrative burden on Council staff 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.

### **2. Scope**

- 2.1 This policy states the principles governing the use of the Council credit cards, including the use of pre-paid credit cards, the procedures for the issue and

acquittal of credit cards. No Council credit card may be issued or used except in accordance with this policy.

### **3. Specific Provisions / Conditions of Use**

- 3.1 Council credit cards may be issued only on the written authority of the Chief Executive Officer.
- 3.2 Credit cards are not to be issued to short-term contractors, consultants, or contract personnel who have contracts that provide for them to be reimbursed costs incurred.
- 3.3 Only employees authorised to incur expenditure can approve expenditure on Credit Cards.
- 3.4 Council credit cards may only be used for transactions associated with Council business and must not be used to incur personal expenditure, or expenditure on behalf of other organisations, even if it will be reimbursed at a later date.
- 3.5 The cardholder is the staff member whose name appears on the corporate credit card. It is the card holder's responsibility to:
  - ensure use of the credit card is within Council's Procurement Policy;
  - sign the credit card immediately upon receipt;
  - keep the credit card in a secure place;
  - keep card holder and account details up to date;
  - retain all original tax invoices, sales vouchers and receipts and attach these to the monthly statement;
  - notify the bank and Council's Finance Manager if the card is lost or stolen.
- 3.6 Misuse of a Council credit card may lead to the card being cancelled, and the cardholder may be required to pay restitution to Council. Disciplinary action may be taken against the cardholder.
- 3.7 Misuse includes, but is not limited to:
  - using the credit card for a private transaction such as a personal purchase or purchases for the sole benefit of the cardholder;
  - assigning or transferring the credit card to another person;
  - using the credit card after the cardholder's employment has been suspended or terminated;

- using the credit card when they are not the cardholder named on the card and without the named cardholder's specific written authority;
  - not complying with Council's procurement policies;
  - using the credit card for a transaction in excess of budget or for which there are insufficient funds; and
  - using the credit card for expenditure not previously approved where prior approval was required – e.g. training, travel and related expenses.
- 3.8 Cardholders are responsible for the safe custody of credit cards and the security of credit card information and are trusted to spend Council funds prudently.
- 3.9 Cardholders must provide supporting documentation for all expenses incurred on the credit card to the Accounts Payable Officer in accordance with specified timeframes.
- 3.10 Credit Card statements will be published on Councils website each month.
- 3.11 Cardholders must return their Council credit card permanently when:
- they leave their employment or engagement with Council; or
  - they no longer require the card as part of their duties.
- 3.12 Cardholders must return the credit card temporarily for safekeeping when:
- their employment with Council is temporarily suspended pending an investigation; or
  - they take leave of more four weeks.
- 3.13 Council credit cards may be withdrawn or cancelled by the Chief Executive Officer at any time and for any reason.
- 3.14 Credit limits on credit cards are set at a maximum individual limit for each cardholder as determined by the Chief Executive Officer at the time approval is granted.
- 3.15 Prior to being issued with a Council credit card, cardholders must sign the Credit Card Conditions of Use – Attachment A.
- 3.16 Cardholders and anyone associated with or related to the cardholder are not entitled to benefit from any rewards program associated with the credit card.
- 3.17 The credit card holder must resolve issues of disputed transactions, or lost, stolen or replacement cards, and immediately report these issues to the card issuing bank and Finance Manager.

3.18 Expenditure incurred on the credit card must be approved by the cardholder's manager on a monthly basis. Expenditure incurred on the CEO's credit card must be reviewed by the Administrator or Mayor as the case may be on a monthly basis.

#### **4. Records Management**

All documents relating to this Policy will be registered in Council's Records filing system and remain confidential where identified as such.

#### **5. References**

- Section 124 (Accounting Records to be Kept) of the Local Government Act 1999 (SA).
- Section 125 (Internal Control Policies) of the Local Government Act 1999 (SA).
- District Council of Coober Pedy Procurement Policy.

#### **6. Further Information**

Members of the public may inspect this policy free of charge on Council's website at [www.cooberpedy.sa.gov.au](http://www.cooberpedy.sa.gov.au) or at Council's office in Hutchison Street Coober Pedy.

A hard copy of this policy may be obtained on payment of a fee.

Any queries in relation to this policy must be in writing and directed to the Chief Executive Officer.



District Council of Coober Pedy

**CREDIT CARD AGREEMENT**

**AGREEMENT AND ACKNOWLEDGEMENT BY CARD HOLDER**

Cardholder Name.....

Card Number: .....

Expiry Date: .....

Position .....

I understand and agree that a Credit Card is issued to me on the express conditions that I will, at all times, comply with the following conditions:

1. The Card is the property of the District Council of Coober Pedy and is in my possession and under my strict control;
2. I will not use the Card nor permit it to be used, for other than official Council use;
3. I may only use the Card to the limits as issued;
4. I may only use the Card in accordance with the Council's established credit card and procurement policies;
5. If I resign, retire, cease employment with Council, I will immediately hand my Card to the officer responsible for the administration of Credit Cards at Council;
6. If I misuse the Card, I understand that Council may take disciplinary action and proceedings may be instituted against me under law;
7. I will obtain independent supporting documentation for all purchases and forward them to the appropriate Council staff member in accordance with specified timeframes.
8. I am understand that my credit card statements will be made available for the public to view on Council's website.
9. If the Card is lost or stolen I am to report it IMMEDIATELY to the officer at Council authorising the issue of the Card;

10. I have read and understand District Council of Coober Pedy's Cardholder Conditions of Use.

I acknowledge that I have read and understood the conditions set out above which governs the issue and use of a Credit Card in my name.

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Signature of Cardholder

Signature of Witness

Name: .....

Name: .....

Title: .....

Title: .....

Date: .....

Date: .....