

District Council of Peterborough



Amalgamated 1997

**DISTRICT COUNCIL
of
PETERBOROUGH**

**Corporate Credit
Card Policy**



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CORPORATE CREDIT CARD POLICY

Adoption Reference:	Council Meeting 20/11/23 Resolution 111/23
Applicable Legislation:	ICAC Act 2012 Local Government Act 1999
Version:	The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.
Accessibility:	This Policy, and all Policies and By-Laws, are available for viewing, downloading or printing from Council's website: www.peterborough.sa.gov.au Hard copies can be provided in accordance with Council's Fees and Charges at the Council office at 108 Main Street, Peterborough, SA 5422 during ordinary business hours.
Grievances:	Any grievances in relation to this Policy or Code, or its application, should be forwarded in writing addressed to the Chief Executive Officer of Council.
Review Dates:	

1. OBJECTIVE

This policy covers the use of the District Council of Peterborough corporate credit cards. All cardholders must have either the financial authority or delegated authority to commit Council to expenditure. Expenditure can only be undertaken within the limits of the cardholder's allocated budget or by a resolution of Council. Cardholders must undertake purchases in accordance with the District Council of Peterborough's *Procurement Policy*, the *Corporate Credit Cardholder Agreement* and acquit all expenditure within the required timeframe.

2. SCOPE

This policy extends to staff, the Council Executive and other persons who have the delegated authority to use a District Council of Peterborough corporate card. The cardholder is responsible for the correct use of the card at all times.

3. POLICY STATEMENT

Council operates a corporate card system which permits cards to be issued to staff and authorised persons throughout the organisation. Corporate credit card recipients must comply with the conditions set out in the *Corporate Credit Cardholder Agreement* (refer Appendix A), which is required to be signed before the corporate credit card can be issued.

The number of and reasons for corporate credit cards issued will be reviewed by the Chief Executive Officer annually and cards will only be issued with approval from the Chief Executive Officer.

The expenditure limit for authorised cardholders will be as per the table below:

POSITION	MONTHLY EXPENDITURE LIMIT
Chief Executive Officer	\$2,000
Infrastructure & Operations Manager	\$3,000
Governance and Administration Manager	\$1,000
Tourism & Community Development Manager	\$1,000
Library Manager	\$1,000
CUMULATIVE BANK CREDIT CARD LIMIT:	\$8,000

Authorised cardholders will be advised of their transaction limits upon issue.

Use of the corporate credit card should be restricted to items where purchase orders are not accepted or upfront payment is required, eg accommodation, or in cases of emergency.

The corporate credit card may only be used for official Council business. Personal purchases must not be made, under any circumstances.

Any breaches of conditions may lead to disciplinary action, the immediate withdrawal of the facility and possible action under the *Criminal Code Act 1995*.

In the event of loss or theft through cardholder negligence, or a failure to comply with the District Council of Peterborough's *Corporate Credit Card Policy*, financial liability may be passed to the cardholder.

FURTHER INFORMATION

Any complaint in relation this Policy or its application should be forwarded in writing addressed to the Chief Executive Officer, District Council of Peterborough, PO Box 121, Peterborough, SA 5422 or Email: council@peterborough.sa.gov.au

I acknowledge and accept the conditions listed below, in the use of the District Council of Peterborough's Corporate Credit Card:

- Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
- Corporate credit cards are to be used only for District Council of Peterborough official activities, there is no approval given for any private use.
- All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
- Credit limits are not to be exceeded.
- Observe all cardholder responsibilities as outlined by the card provider.
- Purchases on the corporate credit card will be made in accordance with the District Council of Peterborough's *Procurement Policy*.
- Reconciliation is to be completed within 7 days of the date of credit card statement being issued on the supplied template.
- Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
- Transactions shall be accompanied by a project identification number for costing purposes.
- If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the Chief Executive Officer for a decision.
- Should approval of expenses be denied by the Chief Executive Officer recovery of the expense shall be met by the cardholder.
- The cardholder shall sign and date the supporting documentation stating 'all expenditure is of a business nature'.
- Lost or stolen cards shall be reported immediately to the card provider and a written account of the circumstances shall be provided to the Chief Executive Officer on the next working day.
- Credit cards are to be returned to the Chief Executive Officer on or before the conclusion of employment with a full acquittal of expenses.
- Credit cards are to be returned to the Chief Executive Officer when an authorised person ceases to be an authorised person with a full acquittal of expenses.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the District Council of Peterborough's *Corporate Credit Card Policy* any liability arising may be passed to the cardholder.

Signed: Date:

Name: