

**Policy Title: Use of Corporate Credit Cards**

**Policy Statement:**

The purpose of this policy is to prescribe the principles governing the use of corporate credit cards by employees and to outline the responsibilities of cardholders.

The Corporate Credit Card is an alternative method of purchasing small value goods and services outside of the normal purchasing system.

**Policy Procedure:**

1. The issuing of corporate credit cards (Cards) to employees is at the discretion of the Chief Executive Officer (CEO). Where a Card is to be issued to the CEO, this is to be approved by Council. Any increases in the CEO's credit limit are to be approved by Council.
2. Each cardholder is to be provided with a copy of this policy when their Card is issued and they are to sign a copy of this policy as evidence of their agreement to abide by the policy.
3. Where more than one Card is issued, a register of corporate cards is to be maintained, outlining the following:
  - Holder's name
  - Card number
  - Expiry date
  - Credit limit
  - Variations
4. On termination of employment, a cardholder's Card is to be surrendered to the Mindarie Regional Council (MRC). The Card will then be cancelled with immediate effect and physically destroyed.
5. Cards are not to be used by anyone other than the cardholder. Cardholders are required to take appropriate steps to keep their PIN secret and to prevent the theft or loss of their Card. Where a Card is lost or misplaced, the cardholder is to notify immediately:
  - Commonwealth Bank - Phone 13 22 21
  - MRC Finance Officer

The MRC Finance Officer will prepare the application for replacement card from the bank and ensure it is received and registered.

6. The MRC Finance Officer will ensure a replacement card is sought and received from the bank and will prepare the application for a replacement.
7. The benefits from any reward scheme/s linked to the Card accrue to the MRC and not the employee. The CEO may exercise his discretion as to how these reward benefits are to be applied for the benefit of the MRC.
8. The credit limit on each Card is to be determined by the CEO and/or the Executive Manager Corporate Services, but may not exceed the maximum credit facility.
9. Cards may only be used to purchase goods and services on behalf of the MRC. Personal expenditure and cash withdrawals are prohibited..
10. Conference and subscriptions payments are allowed to be paid by credit card.

11. Cardholders are to provide receipts each month to Financial Services to substantiate expenditures on their Card. Card expenditures and receipts are to be reviewed by the Executive Manager Corporate Services monthly.
12. A summary of expenditures incurred by the MRC credit card holders will be presented to each Ordinary Council meeting as part of the financial reporting pack.
13. Failure by a cardholder to abide by this policy will result in an investigation under the Employee Code of Conduct.

<b>Legislation</b>	Local Government Act 1995 s.2.7(2)(a) and (b), s.6.5(a) Local Government (Financial Management) Regulations 1996 Reg.11(1)(a)
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Review History</b>	03/09/2014; 20/08/2015; 01/09/2016; 14/09/17; 14/08/2018, 13/08/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	01/08/2024
<b>Revision History</b>	14/08/2018 Insert new sentence at point 10, previous point 10 changed to point 11. 12/08/2021 no change. 19/8/2021 Reference to Director Corporate Services changed to Finance Manager 13/08/2023 major review to incorporate additional controls and fraud protection.
<b>Delegation to the Chief Executive Officer</b>	Yes