

Corporate Credit Card Policy



Responsible Division	Corporate & Strategy
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Responsible Business Unit	Financial Services
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Responsible Officer	Manager Financial Services
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Affected Business Units	All branches
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ECM Document Set ID	4459570
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Purpose

To set out guidelines for the effective use of Corporate Credit Cards in the City's operations.

Scope

This policy applies to the card holders and employees who use and/or manage the City's Corporate Credit Cards.

Definitions

Nil.

Policy Statement

ISSUING OF CORPORATE CREDIT CARDS

Corporate Credit Cards will only be made available to:

- The Chief Executive Officer; and
- Directors.

LIMITATIONS

Each Corporate Credit Card is not to exceed a monthly limit of \$10,000.

CONDITIONS OF USE

Card holders must ensure that the Corporate Credit Card:

- Is not used for any private purchases.
- Is restricted to trusted and secure internet sites.
- Is not used for cash advances under any circumstances.
- Is used only for work related expenses in limited circumstances where ordinary payment methods are not practical.

- Is not tied to any form of personal reward point system (for example, Flybuys, or any type of loyalty card). Any such reward points shall be the property of the City of Bayswater.
- Is not tied to any form of third-party payment platform (for example, Paypal).

GENERAL

The cardholders are responsible for:

- Monthly acquittal of transactions ensuring supporting documentation such as tax invoices and receipts are attached.
- The administration of credit card uses and any transactions that are incurred.
- Reporting any fraudulent, unauthorised or disputed transactions.
- The return of the card to the Manager Financial Services for safe keeping purposes while on extended leave (for example, leave longer than 6 weeks)
- Transaction acquittals are to be completed within 5 working days.
- Reviewing and approving the acquitted transactions received within 5 working days.

A list of all Corporate Credit Card transactions for the month showing each officer's transactions summarised by nature and type is to be included in the monthly financial reports to Council.

SECURITY

The card is the responsibility of the cardholder. Lost or stolen cards are to be reported immediately to the financial institution and the Manager Financial Services.

A Corporate Credit Card Agreement is to be signed by the cardholder setting out the cardholder's responsibilities and guidelines (see attached).

A register of all current cardholders is to be maintained by the Financial Services and is to include:

- Masked Card Number
- Expiry Date
- Credit Limit

Credit cards are not transferable to other users.

On leaving employment with the City of Bayswater, credit cards shall be surrendered to the Manager Financial Services. All surrendered credit cards shall be destroyed by cutting or other method as directed by the Manager Financial Services.

In the event that a cardholder does not comply with the conditions of use, the Chief Executive Officer shall have the discretion to withdraw the card.

Related Legislation

Nil.

Related Documentation

- Corporate Credit Card Agreement.

Document details

Relevant delegations	M-D04A Authority to incur expenses and apply money from the Municipal Fund Account		
Risk evaluation	Medium		
Strategic link	Goal L4:	Communicate in a clear and transparent way. Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.	
Council adoption	28 September 2010	Resolution	12.2.17
Reviewed/modified	26 February 2013	Resolution	12.2.9
Reviewed/modified	28 February 2017	Resolution	10.9
Reviewed/modified	20 February 2018	Resolution	13.2.1
Reviewed/modified	28 March 2023	Resolution	10.6.4.4
Next review due	February 2026		