

REGIONAL COUNCIL OF GOYDER

	COUNCIL CORPORATE CREDIT CARD POLICY & PROCEDURE	Department	F&A
		Version No:	3.1
		Adopted:	Nov 2008
		Reviewed:	Sept 2021
		Next Review:	Sept 2022
		Minutes Ref:	153/21
		Responsibility:	DOF

1. INTRODUCTION

Council has two corporate credit cards being;

- 1) Operating Credit Card - issued to the Director of Finance – \$10,000 limit, a daily transaction limit of \$2,500
This credit card is used for
 - a) procuring Council goods and services whereby urgency may be required,
 - b) payment by the supplier is by credit card only, and
 - c) on line internet purchases that require a credit card payment prior to the release of goods to Council.
- 2) Chief Executive Officer Credit Card - \$5,000 limit, a daily transaction limit of \$2,000
Council provide the Chief Executive Officer with a credit card to be utilised in relation to civic expenditure incurred in the discharge of the Duties or functions of office.

2. AGREEMENT - AUTHORISATION

A Council employee must complete a "Corporate Credit Card Agreement" form, read and acknowledge the conditions on the agreement and be authorised by the Chief Executive Officer to become eligible to use the Council Corporate Credit Card.

3. PROCEDURE

Operating Credit Card - The requesting officer completes a "Credit Card Payment Voucher" including supporting documentation. This voucher is presented to the Finance Officer who assesses the request to determine if the requested limit is within the purchasing authority of the requester as per the current Purchasing Authority Limits and to determine the validity of the cost code – if the request meets the criteria it is approved and the officer handed the credit card, if not, then it requires authorisation from the line manager.

The requester completes the transaction and all supporting documentation is sent to the Finance Officer for approval by the card holder and to provide documentation for the monthly card account reconciliation.

The Director of Finance reviews the reconciliation for correct authorisation and costing prior to posting into the Synergy Soft creditors' module.

4. REGISTER

The Director of Finance is to maintain a register of Authorised Corporate Credit Card Users.

5. COUNCIL DOCUMENT REFERENCES

1. **Corporate Credit Card Agreement** – current version September 2021
2. **Procurement Policy & Procedure** – current version December 2019
3. **Purchasing Authority** – current version September 2021

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5. Register of Authorised Corporate Credit Card Users – current version September 2021

6. RECORDS

All records should be kept confidential and be treated in accordance with Local Government GDS40.

7. REVIEW

This document shall be reviewed by Council within two (2) years (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

8. REVIEW HISTORY

Document History	Version No:	Issue Date:	Description of Change:
	1.0	25/11/08	Adopted.
	1.0	24/06/14	Reviewed.
	1.0	17/11/15	Reviewed by AC - NC
	1.0	20/10/15	Reviewed by AC 05/15
	1.0	17/11/15	Reviewed by Council - NC
	1.0	15/11/16	Reviewed by AC – 10/16
	1.1	20/12/16	Reviewed by Council – 270/16
	2.0	17/09/18	Reviewed by AC - 187/18
	3.0	15/09/20	Reviewed by AC – 13/20
	3.0	20/10/20	Reviewed by Council refer 189/20
	3.1	21/09/21	Reviewed by AC – AC08/21
	3.1	19/10/21	Reviewed by Council refer 153/21