



4. ADMINISTRATION POLICIES

4.1 FINANCE

4.1.11 Authorised Use of Credit Cards

Background and Issues

To meet changing circumstances for goods and services purchased with electronic transactions, credit cards are required in the organisation. Credit cards require a high level of security and this must be managed appropriately.

Objectives

To provide details for the use, allocation, control and safe custody of corporate credit cards.

Area of Application

Employees classified as “Senior Employees” under Section 5.37 of the Local Government Act 1995.

Policy Measures

“Credit Card” is defined as a facility allowing the cardholder to pay for goods and services on credit.

“Business Expense” is defined as any expense necessary to the conduct of the business or for the benefit of the Shire of Manjimup, or is under the terms of the employee’s contract of employment with the Shire of Manjimup or relevant Council policies.

“Personal Expense” is defined as any expense not of a business nature.

The following policy statement governs the issue and use of corporate credit cards.

1. Credit cards may be issued to the following members of staff:
 - (a) All senior employees as defined by Section 5.37 of the Local Government Act 1995. Currently these staff members consist of the Chief Executive Officer, Director Statutory Services, Director Community Services and Director Works;
 - (b) The use of credit cards by the above senior staff members is restricted to business expenses only. The use of corporate credit cards for any item of personal expenditure is expressly disallowed;
 - (c) All credit card receipts are to be handed to the accounts department for reconciliation and allocation purposes;
 - (d) Any staff member who needs to use a corporate credit card to purchase goods and services must provide an invoice, or documentation to support their request, to the relevant senior staff member cardholder before any payment is made via credit card; and
 - (e) Corporate credit cards are issued with a credit limit of \$10,000.



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**The Administration of this Policy is by the Statutory Services
Directorate.**