



Credit Card Policy

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Relevant Legislation	
Related Policies	Acquisition Policy
Related Procedures	

1 Purpose and scope

The District Council of Yankalilla recognises that the use of credit cards is essential to efficient purchasing. This policy sets the controls which apply to the allocation and use of credit cards.

2 Policy Statement

Council will operate a corporate credit card system which permits an appropriate level of cards to be issued to the Mayor and operational staff throughout the organisation. The number of cards issued will be reviewed in accordance with the review of this policy to ensure the appropriateness of the number of cards being used and the reason for which the card was issued.

All cardholders must have either the authority or delegated authority to commit Council to expenditure. The Chief Executive must approve the issue of Corporate Credit Cards and the expenditure incurred on the Mayors card.

3 Conditions of Use

The corporate credit card recipient must comply with the conditions of use as set out in the Corporate Credit Card Agreement and Acknowledgement by Cardholders (Appendix 1) that must be signed before the card is issued.

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Credit card limits on usage are set in accordance with Council's Acquisition Policy.

Personal Use

The credit card is for official Council business only and is not to be used to obtain personal items under any circumstances. Breaches may constitute disciplinary action in accordance with Council's policies, the immediate withdrawal of the facility and possible action under the Criminal Code.

Use by Persons other than the Cardholder

Credit Cards obtained by Council can be used by the Mayor and employees to purchase goods and services from various vendors who are parties to the credit facility. Credit cards are only to be used by "authorised officers" who have been approved by the Chief Executive or Council.

Corporate Credit Cardholder Responsibilities

- Recipients must ensure corporate credit cards are maintained in a secure manner and guarded against improper 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.
- Purchases on the corporate credit card are to be made in accordance with District Council of Yankalilla's Acquisition Policy.
- Corporate credit cards are to be returned to the Manager Finance & Community Services on or before the Mayor's or employee's termination date with a full acquittal of expenses.
- All cardholders' responsibilities as outlined by the card provider.

Corporate Credit Card Reconciliation

All purchases must be supported with an appropriate invoice/receipt:

- Transactions will be supported by a Tax 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 & Services Tax Act 1999 to enable a GST rebate to be applied.
- Transactions shall be accompanied by a job number and ie code for costing purposes.
- The cardholder shall sign and date the credit card statement with supporting documentation attached stating "all expenditure is of a business nature".
- All supporting documentation for credit card transactions is to be provided to the Accounts Officer within 7 days of the statement being issued.

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4 Further Information

This policy will be available for inspection at the Council office listed below during ordinary business hours and provided to interested parties as per Council's Fees and Charges Register. Copies are available to be downloaded, free of charge, from Council's internet site: www.yankalilla.sa.gov.au

District Council of Yankalilla
1 Charles Street
Yankalilla 5203

Phone: (08) 8558 0200
Fax: (08) 8558 2022

5 Grievances

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive of Council.

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Corporate Credit Cardholder Agreement

I, _____(insert the cardholders name) acknowledge and accept the below listed conditions of use of the District Council of Yankalilla 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 Yankalilla official activities, there is no approval given for any private use.
- Only authorised Officers may use the Credit Card. The cardholder is responsible to ensure any other officer is authorised to purchase goods or services in accordance with the Acquisition Policy.
- 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 are to be made in accordance with District Council of Yankalilla's Acquisition 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 job number and ie code for costing purposes.
- Should approval of expenses be denied by the Chief Executive recovery of the expense shall be met by the cardholder.
- The cardholder shall sign and date the corporate credit card statement with supporting documentation attached stating 'all expenditure is of a business If no supporting documentation is available the cardholder will provide a declaration detailing the nature of the expense. Approval of this expense is referred to the Chief Executive for a decision.
- 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 Manager Finance & Community Services on the next working day.
- Credit cards are to be returned to the Manager Finance & Community Services on or before the employee's termination date 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 Yankalilla Corporate Credit Card Policy any liability arising may be passed to the cardholder.

Signed _____ Date _____
(cardholder) (insert date)

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Corporate Credit Card Payment Form (Template)

Please attach all invoices to this template, noting the following:

1. Must be a valid tax invoice (please contact Creditors if you have any queries regarding this)
2. A job number, cost centre and element type must be allocated for each invoice
3. Please state what each invoice is for ie flights to Melbourne for Water Conference, lunch for supervisors
4. If item is food/beverage/entertainment related please record who was in attendance (include names) ie 2 staff members, 4 elected members, 2 others

**If no tax invoice is supplied a declaration of expenditure must be provided for consideration to the Chief Executive.

I certify that all the purchases are of a business nature

Cardholder Signature _____ Date _____