



1. Intent Policy

The intent of this policy is to minimise administration expenses, time inefficiencies, the risk of fraud and misuse by providing Oberon Council staff clear guidelines on corporate credit card issue and use.

2. Scope of Policy

This policy applies to all Oberon Council staff who are responsible for issuing and/or issued a corporate credit card.

3. Guidelines

Card Application and Use

Entitlement to a Corporate Credit Card shall be determined by the General Manager.

The provision of a Council Corporate Credit Card is subject to the approval of the General Manager.

Restrictions on use

The Corporate Credit Card cannot be used to obtain cash.

Purchases must only be for the use of Council or Council related businesses and not for private or personal use.

The Corporate Credit Card is not to be used for obtaining items which are available from Council's stores inventory. A lack of planning or organisation by the cardholder is not considered a reasonable explanation for not obtaining goods from stores inventory.

4. Responsibilities and Procedures

Corporate Credit Cardholders are responsible for:

- Signing the Corporate Credit Card Acknowledgement and Conditions of Use form on receiving the Corporate Credit Card.
- Ensuring the safe keeping of the Corporate Credit Card and immediately reporting to the Bank and the Finance & Community Services Director if the Corporate Credit Card is lost, stolen, damaged or has suspected fraudulent transactions.
- Taking the appropriate measures to ensure the Corporate Credit Card is not used by another person other than the approved cardholder.
- Exercising professional judgement with regards to Internet purchases in regards to the security of the site.
- Not using the Corporate Credit Card without having read and understood this Corporate Credit Card Policy.

- Ensuring that the Corporate Credit Card is used in accordance with Council's Delegations, Code of Conduct and other policies, as appropriate.

- Ensuring that expenditure is contained within available budget limits.
- Ensuring that a tax invoice, receipt, docket or similar source of document is obtained for each transaction and given to the Finance member on the 15th of each month as part of the monthly reconciliation. Otherwise, complete and submit a Statutory Declaration Form when the original source document for a transaction is lost, stolen, mislaid, damaged or not received.
- Cardholders must submit their monthly statements to the General Manager each month for review and signature. In the event that the General Manager is not available, the cardholder must seek the counter signature of the Finance & Community Services Director.
- Corporate Credit Card expenditures must be reconciled with the appropriate Finance staff member no later than the 15th of each month.

5. Records Management

All documentation associated with the application for a Corporate Credit Card will be maintained within the Council’s records management system.

Receipts for all Corporate Credit Card transactions will be retained by the Finance Department. Council or cardholders must be able to produce receipts on demand for audit purposes. Where electronic document management systems are available to record receipts and/or other evidence of business transactions, this is the preferred medium for storage.

6. Audit

An audit of cardholder purchases will occur randomly by the Finance & Community Services Director, and external auditors.

7. Termination of Corporate Credit Card

A Corporate Credit Card may be terminated for reasons such as:

- i. Termination of employment;
- ii. Re-assignment to another position;
- iii. Failure to comply with the conditions of this Policy; or
- iv. Any other reasons as determined by the General Manager.

Approving Authority	Oberon Council
Contact	Finance & Community Services Director
Approval	21 August 2018: Item 13.09, Resolution 22 210818
Revised	21 August 2018
Revision Date	August 2020
Issue Date to Staff	August 2018

ATTACHMENT 1

Corporate Card Acknowledgment & Conditions of Use

I acknowledge receipt of an Oberon Council Corporate Card and acknowledge that I:

- i. Am aware of my responsibilities and duties as a Corporate Card Holder under the Corporate Card Policy,
- ii. Will only use the Corporate Card within the approved financial limits and for approved purposes,
- iii. Am aware that transactions made with the corporate credit card are subject to authorisation and audit procedures,
- iv. Will keep the corporate credit card safe from unauthorised use at all times,
- v. Will return the corporate credit card to the Finance & Community Services Director:
 - a) on request of the General Manager
 - b) prior to my assuming duties in another position within Council; or
 - c) within a reasonable period of time once it has been deemed by the General Manager that I no longer require a Corporate Credit Card.
- vi. Will advise the Finance & Community Services Director and the Commonwealth Bank Customer Service Department immediately I am aware that the Corporate Credit Card has not been lost, mislaid, stolen or misused,
- vii. Will not use the Corporate Credit Card for any personal or private use,
- viii. Will not use the Corporate Credit Card to obtain cash,
- ix. Will use other means available for purchases when efficient and appropriate to do so rather than use the Corporate Credit Card, and
- x. Am aware that if the goods are held as an inventory item that I must order through the Council Store rather than use the Corporate Credit Card.

Corporate Cardholder's signature: Date

General Manager's signature: Date