



WEIPA TOWN AUTHORITY POLICY

Corporate Credit Card Use

Policy No: WTA – P – F05
Version: 1.0

Date Adopted: 20 March 2009
Review Date: March 2011

1. PREAMBLE:

1.1. This policy will provide clarity of process for both cardholders and administrators by setting out instructions for card use, the review of transactions and reporting requirements.

2. PURPOSE:

2.1. The careful use of credit cards saves ratepayers' money by increasing the efficiency of the WTA purchasing system. The use of credit cards also eliminates the need to use petty cash.

3. ELIGIBILITY:

3.1. To be eligible for a Corporate Credit Card an employee must purchase items regularly in the course of their normal duties.

4. CONDITIONS OF USE:

4.1. The Corporate Credit Card can be used for

4.1.1. The purchase of goods or services within the limits of the approved budget.

4.1.2. Payment of claimable travel expenses (eg. the purchase of accommodation, taxi fares, etc)

4.2. The Corporate Credit Card will not be used

4.2.1. Where payments can be made via the creditors process.

4.3. The Corporate Credit Card is to be used only for official business,

4.3.1. Personal transactions are not to be charged to the Corporate Credit Card in any circumstance.

5. CARDHOLDERS RESPONSIBILITIES:

5.1. The cardholder will be personally responsible and accountable for the safekeeping of the card. PIN numbers are not to be disclosed to anyone.

5.2. Corporate Credit Card expenditure is to be reconciled within seven (7) days of statement date. Each cardholder is required to acquit the expenditure monthly and reconcile this against the statement.

5.3. All transaction slips are to be retained and submitted with cardholders' reconciliation as supporting documentation.

5.4. Lost or stolen cards are to be cancelled immediately.

5.5. Employees issued with a Corporate Credit Card are in a position of trust in regard to the use of public funds and improper use may render the cardholder liable to disciplinary action.

6. CREDIT LIMITS:

6.1. Individual credit limits are established for each cardholder having regard to the anticipated usage of the card.



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7. FINANCE OFFICER:

The Finance Officer will:

- 7.1. Maintain a register of cardholders. The register will contain the cardholders name, card number and credit limit.
- 7.2. Review all statements received and issue the statements to the cardholders.
- 7.3. Instigate action should there be evidence of misuse of card or transactions contrary to policies and procedures.

8. RECONCILIATION PROCEDURES:

- 8.1. Each month, the Finance Officer receives the monthly statements. The statements are distributed to each cardholder.
- 8.2. The cardholder reconciles the expenditure on the statement within seven (7) days of statement date.
- 8.3. The statements is reviewed and initialed by two bank account signatories.