

1. POLICY CERTIFICATION

Policy title:	Corporate Credit Card Policy
Policy number:	FIN005
Category:	Policy
Classification:	Finance
Status:	Approved

2. PURPOSE

Roper Gulf Regional Council utilises Corporate Credit Card facilities as defined in the FIN001-Financial Delegations Manual. This purchasing option is designed to facilitate procurement arrangements for those issued with RGRC Corporate Credit Card without exposing the region to undue risk or liability.

3. ORGANISATIONAL SCOPE

This policy is to clarify the allocation and use of credit cards issued by Roper Gulf Regional Council's employees and Elected Members to prevent fraudulent behaviour. The policy provides clear and concise guidelines for the use of Corporate Credit Cards of the Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council offers the use of RGRC Corporate Credit Cards to nominated positions deemed appropriate by the CEO. The acceptance of a credit card by staff is not compulsory.

All transactions made with RGRC Corporate Credit Cards are to be completed in accordance with the *Local Government Act 2008* (and associated regulations and guidelines), the *Roper Gulf Regional Council Staff HR001 Employee Code of Conduct*, the FIN001 Financial Delegations Manual, and the guidelines set down in this policy document.

5. DEFINITIONS

SLT	Strategic Leadership Team
PIN	Personal Identification Number

6. PRINCIPLES

6.1 Approval

Any two delegates as authorised by CEO are to approve each individual requiring a Corporate Credit Card. Corporate Credit Cards are issued in accordance with the FIN001 - Financial Delegations Manual. The Delegate Team includes members from SLT and Finance Manager.

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6.2 Transaction Limits

Transaction limits are defined in the FIN001 Financial Delegations Manual. Each card issued will have a single transaction maximum limit, and a monthly maximum limit. There is no cash advance functionality.

6.3 Travel Related Transaction Types

- Transactions related to official travel and accommodation must be approved through the normal procurement procedures.
- Incidental travel-related expenses normally covered by Travel Allowance are not to be paid for with Corporate Credit Cards.

6.4 Transactions by Phone

Transactions with Corporate Credit Cards by telephone are not encouraged, unless a receipt can be emailed or faxed through immediately.

6.5 Revocation of Corporate Credit Card

Each issued Corporate Credit Card remains the sole property of Roper Gulf Regional Council. The Directors and the Chief Executive Officer may control or revoke the use of one or more Corporate Credit Cards at any time.

6.6 Responsibilities of Corporate Cardholders

- The Cardholder is defined as the person in RGRC to whom a credit card has been issued. The cardholder agrees to the conditions of use by signing the Corporate Credit Card Agreement Form as part of the application process.
- Corporate Credit Cards are to be used for legitimate work purposes only, and are not for personal use at any time. All transactions made with Corporate Credit Cards must be consistent with the RGRC's program objectives, and must be within the approved annual budget for the area of responsibility.
- Employees found using RGRC Corporate Credit Cards for personal use will be subject to disciplinary proceedings.
- Liability for purchases made on Corporate Credit Cards lies with the corporate cardholder, and not RGRC.
- Each cardholder will have the responsibility of obtaining proofs of purchase documentation (i.e. itemised receipts or tax invoices) for each transaction, and regularly providing this documentation for all transactions to RGRC's Finance Department for processing.
- Given due notice, if a Corporate Cardholder does not provide proof of purchase documentation for a certain transaction, and /or the purchase was for illegitimate purposes, the cardholder will be liable to reimburse the amount incurred and will be subject to disciplinary proceedings.

6.7 Loss or theft of Corporate Credit Card

Upon notification that a corporate card has been misplaced, lost or stolen then that card is to be cancelled immediately with no exceptions. The Finance Department must be notified immediately of the situation so that they can cancel the card immediately, thereby reducing exposure possible or unnecessary financial risk.

6.8 PIN numbers are confidential

The Cardholder should keep the card secure, preferably in a safe or on person, when not in use. The number is to be kept strictly confidential to minimise opportunities for fraud.

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Cardholders are not to disclose their credit card details (including “PIN”) to other corporate members.

6.9 Keeping receipts and coding credit card transactions

Cardholders are responsible for managing their Corporate Credit Cards, by inputting their card details into the system every month, coding transactions according to the Roper Gulf Regional Council Chart of Accounts, and attaching receipts with a summary spreadsheet for submission to finance. Finance Department staffs are able to assist with credit card management training.

Upon genuine loss of receipt, the cardholder may complete a statutory declaration to state an undocumented transaction was for legitimate work purposes, and to provide reasons for loss of receipt. Excessive use of statutory declarations in this regard, defined as more than one per three months, will be investigated and may result in disciplinary proceedings and/or removal of the use of the Corporate Credit Card facility.

7. REFERENCES

Related Forms	Incident Report
Related Policies	HR001 Code of Conduct; HR003 Disciplinary Procedures, FIN001 Financial Delegations Manual
Related Publications	NT Local Government Act, including Accounting Regulations

8. DOCUMENT CONTROL

Policy number	FIN005
Policy Owner	Finance Manager
InfoXpert Doc ID	670849
Endorsed by	Ordinary Meeting of Council
Date approved	25 July 2012
Revisions	August 2016
Amendments	August 2016 – Changes reflect the June 2016 Organisational Restructure
Next revision due	August 2018

9. CONTACT PERSON

Position	Manager Governance & Corporate Planning
Contact number	8972 9000