

POLICY 5.16

Finance

Credit Card Use

Version: 3 | Next Review: 2023



AIMS & OBJECTIVES

To provide a credit limit on the use of Credit Cards by Staff for Council business.

POLICY DETAIL

The business limit for Council Credit Cards is \$33,000. Council authorises the following persons to use corporate credit cards for Council business only;

LIMITS

The Mayor	\$5,000
Chief Executive Officer	\$5,000
Deputy Chief Executive Officer	\$5,000
Executive Assistant to CEO	\$5,000 (General Admin use)
Manager Works	\$5,000
Manager Environmental Services	\$5,000
Works Supervisor	\$3,000
Total	\$33,000

Further, all credit card expenditure is to be justified with ALL tax invoices attached to the credit card statement along with a credit card transaction form detailing the date, supplier, and type of goods/service received. All transactions on the credit card statement must be justified on the credit card transaction form and include the appropriate general ledger account number and an "Authorised for Payment" signature along with any other relevant information.

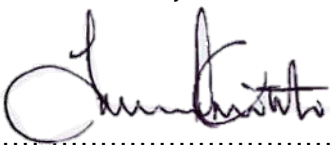
Prior to issue of credit card, employees are required to sign a "Credit Card Employee Declaration" confirming compliance with Council policy and procedures.

Strategic Link:

Delegation:

Documentation: Credit Card Vouchers

Authority: Adopted by Council: 10/11/2015 {Motion 7c/112015}
Reviewed by Council: 08/01/2019 {Motion 10c/12019}

SIGNED: 

Responsible Officer

Date: 08 / 01 / 2019

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