COUNCIL POLICY LG512
CORPORATE PURCHASING CARDS

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

To establish the principles for the issue, use and management of corporate purchasing cards to ensure they are used for legitimate Town business, with adequate controls in place to promote responsible financial management, accountability and compliance with the Town's procurement requirements.

Scope

This Policy applies to all employees issued with, authorised to use, administer or approve expenditure incurred on a Corporate Purchasing Card.

Policy Statement

Corporate Purchasing Cards are provided to facilitate the efficient and effective procurement of low-value goods and services required for the delivery of Town operations.

Corporate Purchasing Cards may only be issued where:

- there is a demonstrated operational need;
- the use of a Corporate Purchasing Card is the most practical and efficient purchasing method; and
- the employee holds the appropriate purchasing and financial delegations.

Credit limits and individual transaction limits shall be determined according to operational requirements and reviewed periodically.

Card holder responsibilities

Cardholders must:

- use the card for authorised Town business only;
- ensure expenditure is within an approved budget;
- ensure purchases are within approved delegations;
- ensure purchases comply with all applicable policies and procedures;
- not use the Card for cash advances or ATM withdrawals;
- purchase alcohol only for legitimate Town business purposes;
- not use the Card in a manner that provides any personal benefit, including participation in reward, loyalty or similar incentive programs.
- ensure transactions are not split to circumvent purchasing limits
- retain tax invoices and supporting documentation;
- acquit transactions monthly on a timely basis;

- ensure expenditure is independently reviewed and approved;
- safeguard the card against loss or misuse;
- immediately report lost, stolen or compromised cards;
- immediately report any suspected fraudulent or unauthorised transactions;
- return the card upon request, extended leave or cessation of employment.
- Comply with the Service Provider’s conditions of use.

Corporate Purchasing Cards must only be used by the employee to whom they have been issued.

Approval of transactions

A cardholder must not approve or certify their own expenditure.

All purchasing card transactions must be independently reviewed and approved by an appropriately authorised officer in the first week of the following month.

Monitoring and Reporting

The Chief Executive Officer shall ensure:

- purchasing card expenditure is reported to Council in accordance with the Local Government (Financial Management) Regulations 1996;
- all CEO transactions are reviewed by the Director Corporate Services and signed by the Mayor.
- purchasing card registers are maintained;
- purchasing card limits are reviewed periodically;
- cards are cancelled when no longer required;
- periodic reviews of purchasing card usage are undertaken;
- identified control weaknesses are addressed.
- compliance with this Policy is monitored. This includes a review of transaction trends, supplier usage and compliance with Town policies and procedures.

Document Control Box			
Legislation:	*Local Government Act 1995* s. 6.5(a) and s 2.7(2)(a) *Local Government (Financial Management) Regulations 1996* s11(1)(a)		
Organisational:			
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2.			
3.			