
FM001 Corporate Credit Card

1. Intention

To provide guidance on the issue and use of a corporate credit card.

2. Scope

This policy applies to the employees of the Shire of Nungarin.

3. Statement

Council approves the issue of a corporate credit card to the Chief Executive Officer with a maximum limit of \$7,500 for ease of on-line purchases and other incidental purchases where other payment methods are not practicable.

Conditions of use shall be as follows:

- Expenditure to be for official Council purposes only. Personal use and recoup of expenditure not permitted.
- Expenditure shall not be permitted unless the expenditure has been budgeted for in the annual budget.
- No Cash withdrawals are to occur.
- Inadvertent personal transactions in error to be reimbursed within 30 days of the Bank Statement issue date.
- Receipts to be kept (orders where appropriate) and presented to the Senior Corporate Services Officer.
- Statement to be reconciled monthly with supporting documents and signed.
- An authority form "Corporate Credit Cardholder Agreement" shall be signed prior to the issuing of a corporate credit card.
- Use of the card by other officers requires signed authority in the form of a Purchase Order.
- All purchases are to be in accordance with [Policy 1.22 Purchasing Policy](#).

4. Legislative and Strategic Context

The Local Government Act 1995 and the associated subsidiary legislation provides the broad framework within which this policy operates.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

- Corporate Credit Card Agreement.

7. Associated Policies

- Policy 1.22 Purchasing Policy.

8. Document Management

Function		Financial Management			
Policy Number		FM001			
Responsible Officer		Chief Executive Officer			
Related Legislation		Local Government Act 1995 Local Government (Financial Management) Regulations 1996			
Risk Rating	Medium	Review Frequency	As required	Next Review	As Required
Date Adopted		16 February 2022		Resolution N#/02/22

Amendments		
Date	Details of Amendment	Resolution N#

