



## **Corporate Purchase Card Policy**

Adopted	12 July 2016
Recommendation Number	08 / 0716
Review Date	July 2018

## **1 Policy Purpose**

This policy covers the use of Corporate Purchase Cards by staff.

## **2 Scope**

This policy extends to staff that have use of a Corporate Purchase Card.

## **3 Policy Statement**

The Council will operate a Corporate Purchase Card system which permits an appropriate level of cards to be issued to operational staff throughout the organisation. The number of cards issued will be reviewed on a quarterly basis to ensure the appropriateness of the number of cards being used and the reason for which the card was issued. Where cards have not been used for at least three months they may be withdrawn. A card can only be issued with approval of the Chief Executive Officer.

The Corporate Purchase Card recipient must comply with the conditions of use as set out in the Corporate Purchase Card Agreement [ Appendix A ] that must be signed before the card is issued. This document details limits on usage and conditions relating to documents required to support Corporate Purchase Card transactions.

The expenditure limits for operational staff for Corporate Purchase Card usage is up to a maximum of \$3,000 per month, unless a higher monthly limit is specifically approved by the Chief Executive for an individual officer to address their operational requirements. In the case of the Chief Executive Officer the limit must be approved by the council.

On issue of a Corporate Purchase Card, staff will be advised of their maximum transaction limits which will be based on expected usage.

Staff who fail to use Corporate Purchase Cards as per the conditions of use will have the cards withdrawn and may be subject to disciplinary or criminal action.  
All card holders will be required to keep and manage their own receipts

All card holders are required to record details for costing on each receipt, this will include a job number or plant number [ Appendix B ]

### **3 Policy Statement**

If the receipt is for meals and or entertainment the total number of people whether they be staff or guests need to be listed for Fringe Benefit Tax purposes

A Customer Copy docket from an EFTPOS machine is not a valid receipt. It is important to obtain an actual tax invoice or receipt which details the GST implications of your purchase.

Statements will be sent to cardholders once a month and cardholders will reconcile their own statements. Cardholders must sign their own statement in the box titled Certified by (Cardholder name)

Cardholders must get their direct manager to sign the statement in the box titled Authorised by

The Mayor will sign off the CEO's statement

Once the statement has been reconciled with copies of all costed tax invoices and authorized it can be returned to the Creditors Officer for processing.

### **4 Further Information**

Members of the public may inspect this Policy on the Council's website [www.southernmallee.sa.gov.au](http://www.southernmallee.sa.gov.au) and at the Principal Office of the Southern Mallee District Council at Day Street, Pinnaroo SA 5304.

On payment of a fee, a copy of this Policy may be obtained from the Council, or otherwise may be downloaded for free from the Council's website.

Any queries in relation to this Policy should be directed to the Chief Executive Officer contactable at the principal office on 8577 8002.

### **5 Policy Review**

This policy will be reviewed within two years or as required by the Council.

The Council may at any time alter this policy, or substitute a new policy.

### **6 Other Relevant Policies/Procedures**

Procurement Policy

## Appendix A



# Corporate Purchase Card Agreement

Document Control		Records Reference:	
Date Approved:		Next Reviewed Date:	

### 1. Employee Detail

Name \_\_\_\_\_ Position \_\_\_\_\_ Card Limit \$ \_\_\_\_\_

### 2. Agreement Condition

2.1	I have read and understand the contents of the Procurement Policy and the Corporate Purchase Card Policy and the associated Processes and will ensure compliance of the Policy in the use of the card allocated to me	<input type="checkbox"/>
2.2	The card is my responsibility and I will take strict care of the card at all times	<input type="checkbox"/>
2.3	I will not use my card, nor permit it to be used, for other than authorised purchases in line with the adopted budget or as authorised by the relevant Manager	<input type="checkbox"/>
2.4	The card remains the property of ANZ and can be cancelled at any time by the bank	<input type="checkbox"/>
2.5	My ANZ Corporate Purchase Card has a monthly credit limit and I will not exceed that limit during the month	<input type="checkbox"/>
2.6	I will not use the card for any personal expenses; I will provide proper documentation (tax invoices/receipts) as proof of purchase for each transaction made	<input type="checkbox"/>
2.7	Cash withdrawals are not permitted, and cash refunds must not be accepted for purchases made with the card. All credits must be made back to the card	<input type="checkbox"/>
2.8	I will reconcile my card statement on a monthly basis ( with proof of purchases attached) on the Purchases Summary template provided to me	<input type="checkbox"/>
2.9	The issue of my card is a valuable privilege and I understand that if I misuse it (ie. Use it otherwise that in accordance with the instructions given to me) the card will be confiscated and disciplinary action may be taken	<input type="checkbox"/>
2.10	If my card is misplaced, lost or stolen, I am to report immediately to the Manager Corporate Services who can put an immediate temporary suspension on the card	<input type="checkbox"/>
2.11	In the event of my retirement or resignation from The Council, I will return the ANZ Corporate Purchase Card to the Manager Corporate Services.	<input type="checkbox"/>

I acknowledge that I have read and understood the conditions set out above which govern the issue of an ANZ Corporate Purchase Card issued in my name.

Card holder Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Form: Corporate Card Agreement

**This electronic copy is the approved version and is stored in Council's Record Management System.**

**Printed copies are considered uncontrolled. Before using a printed copy please verify that it is the current version.**

## Appendix B Purchases Summary

[illegible]