

OVERVIEW:

To ensure accountability, sound financial management and administration of the Bunbury-Harvey Regional Council Corporate Credit Card Facility.

It is the responsibility of the Accountant to report any non-compliance with this procedure to the Chief Executive Officer.

GUIDELINES:

The Bunbury-Harvey Regional Council holds a Corporate Credit Card Facility with Commonwealth Bank Australia (CBA) with an approved limit of \$5,000.

NOTE: Credit cards are only to be issued to Bunbury-Harvey Regional Council Employees. The Local Government Act does not make provision for the issuing of credit cards to elected members.

ADMINISTRATION OF THE FACILITY:

The administration of the facility will be the responsibility of the Accountant. The Accountant and Administration Assistant of the Bunbury-Harvey Regional Council will maintain the credit card register, create new credit card applications, card limits, activate cards and cancel cards (where appropriate).

PROCEDURE:

Corporate Credit Card Register:

A Corporate Credit Card Register will be maintained and updated accordingly by either the Accountant or Administration Assistant.

The Register will detail:

- Name of Credit Card Holder
- Credit Card Number
- Expiry Date
- CVV Number
- Allocated Credit Limit
- Allowable Usage – Details of good and services the cardholder has authority to purchase
- Overall Facility Limit Balance

Issuing of Credit Cards:

New Credit Card

1. Credit cards are to be approved by the CEO within the approved facility limit and schedule of card holders.
2. New credit card details are entered into Commbiz to generate an application that will be signed by the new card holder (CEO).
3. If an ID check is required by the bank, the employee will attend the local CBA branch for the appropriate ID checks to be completed.
4. Once the application is completed, the new request will be issued to CBA Corporate Credit Cards.
5. The new credit card and PIN will be provided to the Accountant and the register updated to record new credit card details.
6. The accountant will contact CBA Corporate Credit Cards and activate the credit card.
7. The credit card will be issued to the CEO or employee on receipt of an acceptance form (Appendix 1) which requires the CEO or employee to sign receipt of the card, they have received a copy of the credit card guidelines and any conditions noted.

Re-issue Credit Card (Lost or Stolen)

1. Should the card holder's credit card be lost or stolen, it is their personal responsibility to ensure the credit card is immediately cancelled. During business hours contact the Accountant who will cancel the card on their behalf. Should the card holder note the card missing outside of business hours, it is their responsibility to contact CBA immediately to have the credit card cancelled and advise the Accountant.
2. The new credit card will be provided to the accountant once received in the mail and send it to the Administration Assistant.
3. The Administration Assistant to update the register to reflect updated credit card details.
4. Contact CBA Corporate Cards and activate credit card.
5. Provide card directly to the cardholder, and ensure the card is signed.

Cancellation of Credit Cards:

- The Accountant or Chief Executive Officer will be responsible for cancelling a corporate credit card, via the Commbiz online banking system (during business hours).
- Upon termination or where the officer moves to a position that does not require the use of a credit card, a card holder must provide the card back to the Accountant or Chief Executive Officer on the last day of employment with the Council.
- The card must be cancelled within two (2) days of an employee surrendering their card.

- The card will be destroyed by the Accountant and the Administration Assistant will update the Corporate Card register.

Custody of Credit Cards:

It is the responsibility of the credit card holder to keep the card in a secure location at all times. Should the officer be on annual leave, long service leave or an extended absence from the office, it is recommended that the card is held in a locked box in the Administration Office until the officer's return to work.

Review of the Credit Card Facility:

A review of the Facility cards and limits are to be completed by the Administration Assistant in conjunction with Accountant and CEO annually.

LEGISLATION AND OTHER REFERENCES:

- [Bunbury-Harvey Regional Council Code of Conduct](#)
- [Procedure: Corporate Credit Card Usage](#)
- *Local Government Act 1995*

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Credit Card Acceptance Form

By signing below, I confirm the following:

- I am in receipt of the credit card specified below;
- I have been provided with the *Council Guideline: Corporate Credit Card Usage* and agree to abide by them;
- I am responsible for all of the transactions on the card;
- I agree to the restrictions on this credit card as stated in the *Corporate Credit Card Usage Guideline*;
- Any un-authorized expenditure will result in the credit card being cancelled;
- This card remains the property of the Bunbury-Harvey Regional Council and should my employment with the Council cease or if my position changes, I will return the card immediately to the Accountant.

Name:	
Position:	
Card Number:	
Expiry Date:	

Signature:	Date: