

OVERVIEW:

To ensure accountability, sound financial management in the use of the Bunbury-Harvey Regional Council Corporate Credit Card(s).

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

GUIDELINES:

Corporate credit cards are for the use of Bunbury-Harvey Regional Council purchases only where payment via EFT of cheque is not appropriate, or where immediate payment is required. If there is an option for payment via the creditors system, this must be used in all instances. Under no circumstances should the card be used for cash withdrawals or personal expenditure.

All purchases on the credit card will be required to have an authorised purchase order to the appropriate creditor (as listed below).

The Bunbury-Harvey Regional Council holds the following credit card(s), the custodians for which are:

Corporate Credit Card(s):

- Chief Executive Officer

CHIEF EXECUTIVE OFFICER CREDIT CARD:

The corporate credit card held by the CEO may be used by staff under the direction of the CEO. The corporate credit card will be used for Council business only, utilized where normal purchasing processes are not appropriate (i.e. issue of a Purchase Order), payment is required to be made via credit card, or if immediate payment is a condition of purchase. Use of the credit card will be limited to online/over the phone transactions.

PROCEDURE:

All Credit Card(s):

1. A monthly credit card statement will be forwarded to the CEO for reconciliation.
2. Reconciled statements must be signed by the CEO and verified by the appropriate Finance Officer.
3. Signed statements are to be forwarded to Finance for processing within five (5) working days of being issued to the credit card holders.

If additional charges are incurred (e.g. international transaction fees) these will be processed with the purchase at the time of data entry by the Finance Department.

Disputing a Credit Card Transaction:

Should an employee that is responsible for a credit card notice that there is a transaction processed on their statement that this unknown, it is up to the employee to notify appropriate Finance Officer immediately of the transaction.

Finance staff will investigate the transaction with the bank and dispute the transaction should it be deemed a fraudulent or unauthorised transaction.

If this is a fraudulent transaction, the bank will then cancel the credit card and re-issue a new credit card.

Inappropriate Use of Credit Cards:

Should the credit card statement be reviewed by Finance and it is deemed that a transaction needs to be questioned; Finance will raise the transaction directly with the CEO.

Transactions that are deemed inappropriate, that were authorised by the card holder will see the credit card being cancelled immediately with disciplinary action being taken in accordance with the Bunbury-Harvey Regional Council Code of Conduct.

LEGISLATION AND OTHER REFERENCES:

- [Bunbury-Harvey Regional Council Code of Conduct](#)
- [Procedure: Corporate Credit Card Facility](#)

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