

## CDRC Corporate Credit Card Policy

Reference Number: P63  
Organisational Unit: All  
Responsible Position: Chief Executive Officer  
Relevant Delegations: Nil  
Date Adopted: 7 August, 2015  
Review Date: Every two years

---

### Objectives

Central Desert Regional Council utilises Corporate Credit Card facilities as defined in the Financial Delegations Manual. This purchasing option is designed to facilitate procurement arrangements for those issued with CDRC Corporate Credit Card without exposing the Council to undue risk or liability.

### Legislation and Reference

- Code of Conduct
- Financial Delegations
- NT Local Government Act, including Accounting Regulations

### Scope

This policy is to clarify the allocation and use of credit cards issued to Central Desert Regional Council's employees and elected members to prevent fraudulent behavior. The policy provides clear and concise guidelines for the use of Corporate Credit Cards of the Central Desert Regional Council.

### Policy

Central Desert Regional Council offers the use of CDRC Corporate Credit Cards to the CEO, Directors, President and any other staff position deemed appropriate by the CEO, the Director of Finance. The acceptance of a credit card by staff is not compulsory.

All transactions made with CDRC corporate credit cards are to be completed in accordance with the *Local Government Act 2014* (and associated regulations and guidelines), the *Central Desert Regional Council Staff Code of Conduct*, the Financial Delegations Manual, and the guidelines set down in this policy document.

### Procedure

#### 1. Approval

The CEO is to approve each individual requiring a corporate credit card. Corporate Credit Cards are issued in accordance with the Financial Delegations Manual.

#### 2. Transaction Limits



two ways :: one outcome

Transaction limits are defined in the Financial Delegations Manual. Each card issued will have a single transaction maximum limit, and a monthly maximum limit. There is no cash advance functionality.

### 3. Travel Related Transaction Types

- Transactions related to official travel and accommodation must be approved through the normal procurement procedures.
- Incidental travel-related expenses normally covered by Travel Allowance are not to be paid for with corporate credit cards.

### 4. Transactions by Phone

Transactions with corporate credit cards by telephone are not encouraged, unless a receipt can be emailed or faxed through immediately.

### 5. Revocation of Corporate Credit Card

Each issued corporate credit card remains the sole property of Central Desert Regional Council. The Chief Executive Officer will control or revoke the use of one or more corporate credit cards at any time.

### 6. Responsibilities of Corporate Cardholders

- The Cardholder is defined as the person in CDRC to whom a credit card has been issued. The cardholder agrees to the conditions of use by signing the Corporate Credit Card Agreement Form as part of the application process.
- Corporate credit cards are to be used for legitimate work purposes only, and are not for personal use at any time. All transactions made with corporate credit cards must be consistent with the CDRC's program objectives, and must be within the approved annual budget for the respective requesting officers area of responsibility.
- Employees found using CDRC corporate credit cards for personal use will be subject to disciplinary proceedings.
- Liability for purchases made on corporate credit cards lies with the corporate cardholder, and not CDRC.
- Each cardholder will have the responsibility of obtaining proofs of purchase documentation (i.e. itemised receipts or tax invoices) for each transaction, and regularly providing this documentation for all transactions to CDRC's finance department for processing.
- Given due notice, if a corporate cardholder does not provide proof of purchase documentation for a certain transaction, and /or the purchase was for illegitimate purposes, the cardholder will be liable to reimburse the amount incurred and will be subject to disciplinary proceedings.

### 7. Loss or theft of Corporate Credit Card

Upon notification that a corporate card has been misplaced, lost or stolen then that card is to be cancelled immediately with no exceptions. The finance department must be notified immediately of the situation so that they can cancel the card immediately, thereby reducing exposure possible or unnecessary financial risk.

### 8. PIN numbers are confidential

The Cardholder should keep the card secure, preferably in a safe or on person, when not in use. The number is to be kept strictly confidential to minimise opportunities for fraud. Cardholders are not to disclose their credit card details (including “PIN”) to other corporate members.

### 9. Keeping receipts and coding credit card transactions

Cardholders are responsible for managing their corporate credit cards, by reconciling their credit card statements monthly and attaching receipts with a summary spreadsheet for submission to finance. Finance department staff is able to assist with credit card management training.

Upon genuine loss of receipt, the cardholder may complete a statutory declaration to state an undocumented transaction was for legitimate work purposes, and to provide reasons for loss of receipt. Excessive use of statutory declarations in this regard, defined as more than one per three months, will be investigated and may result in disciplinary proceedings and/or removal of the use of the corporate credit card facility.

### History

This is a new policy.