



## Corporate Credit Card Policy

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Responsible Officer

Deputy Chief Executive Officer

### Objective

The objective of the Shire of Cocos (Keeling) Corporate Credit Card Policy is to ensure effective controls, policies and procedures are in place with respect to the issue and use of corporate credit cards.

### Scope

The requirements of this policy cover all employees that are issued with and / or use the corporate credit card.

### Policy

A corporate credit card will be issued to the Chief Executive Officer, and to other employees approved by the Chief Executive Officer. Cardholders are responsible for the use of the corporate credit card and must ensure the safe-keeping of the card at all times. Loss or theft of the corporate credit card must be reported immediately to the shire's bank.

The Shire of Cocos (Keeling) Islands corporate credit card is to be used by the cardholders for the payment of expenses associated with official Shire business activities only.

The corporate credit card must not be used for:

- Personal or non-work related expenditure;
- Obtaining cash advances; or
- Purchase over the internet unless it is a trusted site.

Among the permitted uses are:

- In person, across the counter retail purchases;
- Internet/telephone business related purchases;
- Mail order purchases and subscription;
- Official travel, accommodation and related expenses; or
- Entertainment and business hospitality expenses.

Corporate credit card expenses must be properly documents with the business related purpose identified and the documentation must be made available to the external auditor for scrutiny.

The cardholder will be required to sign a certification, on each and every credit card statement issued from this date forward, to the effect all purchases made using the corporate credit card were for official business purposes.

Any reward schemes received that are attached to the corporate credit cards, such as fly buys are for the benefit of the Shire and are not to be used for the benefit of the cardholder.

The monthly expenditure limit of the Shire’s corporate credit card (combined value) is to be \$40,000. Any singular credit card purchase over the value of \$5,000 is limited to the Chief Executive Officer only.

**Relevant Legislation/Local Law**  
Local Government (Financial Management) Regulations 11(1)(a)

Office Use Only				
Relevant Delegations				
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