Policy F5 – Corporate Credit Card

1. Policy Intention

To enable flexibility in purchasing procedures and to provide information on the use and responsibilities of Council Corporate Credit Cards by approved Council Officers.

2. Policy

The Shire of Murray (Shire) is committed to:

- Providing a useful resource to enable purchasing in remote and emergency situations;
- Assist with purchasing where account facilities are not readily available, reducing the need for nominated staff to carry cash; and
- Providing an effective means of auditing expenditure incurred.

It is policy:

(a) To provide the Chief Executive Officer (CEO) with a corporate credit card with an expenditure limit of $20,000.

(b) For the CEO to authorise the provision of corporate credit cards to Directors and other staff as determined necessary, with an expenditure limit of up to $5,000.

2.1 Scope or Application

This policy applies in the following circumstances:

- an agreement with the Shire shall be signed by the cardholder which sets out the cardholder's responsibilities and legal obligations when using the credit card;
- credit cards should only be used for purchasing goods and services on behalf of the Shire;
- personal expenditure is prohibited; and
- a credit card is not to be used for cash withdrawals or for the payment of fines.

2.2 Auditing

Sufficient and robust auditing processes are to be implemented and maintained to ensure the proper and accountable use of Shire Credit Cards.

Policy Detail		
Responsible Directorate	Corporate Services	
Responsible Department	Finance	
Responsible Officer	Manager Finance	
Next Policy Review / Schedule	2027 (3-yearly)	
Council Adoption	**Date / Resolution**	30 June 2011 (OCM11/099)
Amendment Record	**Date / Resolution**	26 July 2012 (OCM12/149)
		25 June 2015 (OCM15/155)
		22 February 2018 (OCM18/008)
		23 June 2022 (OCM22/070)
		19 December 2024 (OCM24/159)