

CORPORATE CREDIT CARD

1. Aim

This policy sets out the criteria for the use of a corporate credit card used to procure goods and/or services for the Town of Cottesloe.

2. Background

A corporate credit card can deliver benefits to local governments as an alternate method of payment in circumstances where the traditional methods of payments such as by cheque or electronic funds transfer are not accepted for example, when booking a flight, or when dealing with a supplier who will not give the Town credit and is a monopoly supplier of the product.

3. Policy Statement

The following guidelines provide for the use, allocation, control and safe custody of corporate credit cards held by the Town of Cottesloe:

- The card is to be in the name of the Town of Cottesloe and administered by the Finance Manager.
- The card is to be restricted to expenses for goods and/or services budgeted by the Town of Cottesloe and authorised in advance by the relevant Supervisor.
- All purchases made using the credit card must be accompanied by a purchase order and tax invoice authorised in line with Council policies.
- A list of expenses made using corporate credit cards be presented to Council as a part of the monthly financial statements.
- A corporate credit card cannot not be used for a cash withdrawal.
- The corporate credit card should be stored in a safe place when not being used.
- Corporate credit card is not to be taken off site, other than to the issuing bank.

Adopted	24 May 2016
Expected date of review	