

## HUMAN RESOURCES

### HR 2.7 Credit Card Use

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2017
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	

#### OBJECTIVE

To control the use of credit card use and limit potential misuse.

#### SCOPE

All Employees.

#### POLICY

##### Use of Card

- (a) The Shire of Northam issued credit card is for the sole use of transacting business on behalf of the Shire of Northam, strictly no private use is permitted under any circumstances. Use is permitted for the purchase of goods & services from suppliers not holding Shire of Northam accounts including;
- Costs associated with meetings, conferences, seminars and the like including but not limited to transport, accommodation, meals and refreshments.
  - Fuel purchase for Shire of Northam vehicles
  - Meals & refreshments expenses incurred directly relating to SON business up to a maximum of \$200 for any one occasion unless otherwise authorised by the CEO or Shire President in the case of the CEO.
- (b) No cash withdrawals permitted
- (c) Tax receipts to be provided to accounts payable clerk or similar position to include details of expenditure and account to be costed against

- (d) Authorisation of expenditure incurred on credit cards must be signed by both the credit card holder and one other Executive Manager or the CEO.
- (e) Any reward schemes to become the property of Shire of Northam
- (f) If the card is lost or stolen the card holder to immediately inform the bank and CEO
- (g) Cards to be surrendered to CEO (or President in the case of CEO) when card holder cease employment or card expires
- (h) Cards not to be used during times of leave

#### **Non-Compliance with Policy**

- For minor breach the card to be surrendered
- For major breach the matter to become a disciplinary consideration.

Non-compliance with this policy may result in disciplinary action or legal action.