

**CITY OF JOONDALUP - REPORT FOR AUDIT COMMITTEE
12 APRIL 2001**

**CORPORATE PROCEDURE - USE OF CREDIT/CHARGE CARDS
59174**

WARD - All

SUMMARY

At the last Audit Committee meeting it was requested that a procedure for the use of credit/charge cards be compiled. This is submitted to the Committee for endorsement.

BACKGROUND

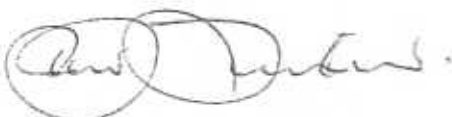
At the last Audit Committee meeting it was requested that a procedure be compiled for the use of credit/charge cards. This procedure is attached as Appendix 1.

DETAILS

In the normal course of business the city is required to make urgent payments for goods and services and is required from time to time to seek 'bank drafts' for overseas purchases. It has been found to be more cost effective for purchases of this nature to be undertaken using credit cards as bank fees are not incurred.

RECOMMENDATION

That the Audit Committee endorses the Corporate Procedure - Use of Credit/Charge Cards.



J B TURKINGTON
Director Resource Management

Corporate Procedure – Use of Credit / Charge Cards

Purpose

Corporate Credit Cards are issued to the Mayor and Senior Employees to pay for immediate requirements where it is not appropriate or convenient to use the City's financial systems.

Approval

The Mayor and Senior Employees shall be issued with a Corporate Credit Card for business expenses.

Authorised Use

Corporate Credit Cards are only to be used for the purchasing of goods and services on behalf of the City of Joondalup. The Credit Card shall not be used for personal purchases under any circumstances.

The Credit Card may only be used by the Cardholder, its use is not transferable.

The use of the Credit Card shall be in accordance with the City of Joondalup's Code of Conduct at all times.

It is recognised that the Mayor, and Senior Employees will on occasion be required to use their Corporate Credit Cards for business hospitality, staff appreciation, travel, and accommodation.

All purchases shall be in accordance with budgeted provisions.

Issue of Credit Cards

Corporate Credit Cards issued to the Mayor and Senior Staff shall have a maximum credit limit of \$3,000.

The Corporate Credit Card issued to the Director Resource Management is to be available for use in situations where urgent payment is required or where payment by credit card provides advantages to the City, ie overseas bank drafts, discounts are available for prompt payment. In such cases the Credit Card Purchase Request form (as attached) is to be completed and accompany the request to the Director of Resource Management.

As use of Credit Cards is not transferable, the written authorisation of the Director Resource Management must be obtained. The Credit Card Purchase Request form is attached at Attachment 1, and is available at the City's intranet.

In the event that the Mayor or Senior Staff Member no longer holds office or is employed by the City, he/she shall surrender the Corporate Credit Card to the Director Resource Management or his representative one week prior to termination of office or employment.

Lost or Stolen Credit Cards

During working hours the loss or theft of a Corporate Credit Card shall be reported to the Director Resource Management immediately who will report the loss or theft to the Card Provider.

Cardholders shall report the loss or theft of a Corporate Credit Card should that loss or theft have occurred during non working hours and are to obtain proof of the report from the Card Provider.

Payment of the Credit Card

The Cardholder shall retain the customer copy of the charge slip together with any other transaction receipts. The charge slip is then coded with the appropriate Account Number for costing purposes and signed by the authorised individual incurring the expense. Upon receipt of the Credit Card Statement from the Card Provider, the Funds Management Officer will take the necessary action to 'cost' the expense to the account numbers on the charge slips.

CREDIT CARD PURCHASE REQUEST	
Date	
Amount	\$
GST	\$
Total (Inc GST)	\$
Reason for Credit Card use	
Details	
Account No.	□□-□□-□□-□□□-□□□□-□□□□

Requesting Officer's Name	Requesting Officer's Signature
<input type="checkbox"/> Approved	Director Resource Management Signature
<input type="checkbox"/> Not Approved	
TO BE ATTACHED TO CREDIT CARD STATEMENT	

CREDIT CARD PURCHASE REQUEST	
Date	
Amount	\$
GST	\$
Total (Inc GST)	\$
Reason for Credit Card use	
Details	
Account No.	□□-□□-□□-□□□-□□□□-□□□□

Requesting Officer's Name	Requesting Officer's Signature
<input type="checkbox"/> Approved	Director Resource Management Signature
<input type="checkbox"/> Not Approved	
PASS TO FUNDS MANAGEMENT OFFICER	

SECTION 5 - FINANCE

5.6 CORPORATE PROCEDURE – USE OF CREDIT / CHARGE CARDS

5.6.1. Purpose

Corporate Credit Cards are issued to the Mayor and Senior Employees to pay for immediate requirements where it is inappropriate or inconvenient to use the City's financial systems.

5.6.2. Approval

The Mayor and Senior Employees shall be issued with a Corporate Credit Card for business expenses.

Approval of credit card expenditure shall be as follows:

Name	Position	Limit	Approval
J Bombak	Mayor	\$5,000	Manager Audit and Executive Services
D Smith	CEO	\$5,000	Manager Audit and Executive Services
C Higham	Director Planning & Community Development	\$3,000	Chief Executive Officer
D Djulbic	Director Infrastructure & Operations	\$3,000	Chief Executive Officer
M Matthews	Purchasing Officer	\$2,000	Purchasing Systems Administrator
D Holliday	Purchasing Systems Administrator	\$3,000	Manager Assets & Commissioning
P Draper	Council Steward	\$2,000	Manager Marketing Communications & Council Support

SECTION 5 - FINANCE

5.6.3. *Authorised Use*

Corporate Credit Cards are only to be used for the purchasing of goods and services on behalf of the City of Joondalup. The Credit Card shall not be used for personal purchases under any circumstances.

The Credit Card may only be used by the Cardholder, its use is not transferable.

The use of the Credit Card shall be in accordance with the City of Joondalup's Code of Conduct at all times.

It is recognised that the Mayor, and Senior Employees will on occasion be required to use their Corporate Credit Cards for business hospitality, staff appreciation, travel, and accommodation.

All purchases shall be in accordance with budgeted provisions.

5.6.4. *Issue of Credit Cards*

Corporate Credit Cards issued to the Mayor and Senior Staff shall have a maximum credit limit of up to \$5,000.

The Corporate Credit Card issued to the Director Corporate Services & Resource Management is to be available for use in situations where urgent payment is required or where payment by credit card provides advantages to the City, ie overseas bank drafts, discounts are available for prompt payment. In such cases the Credit Card Purchase Request form (as attached) is to be completed and accompany the request to the Director Corporate Services and Resource Management.

As use of Credit Cards is not transferable, the written authorisation of the Director Corporate Services & Resource Management must be obtained. The Credit Card Purchase Request form is shown below, and is available at the City's intranet.

In the event that the Mayor or Senior Staff Member no longer holds office or is employed by the City, he/she shall surrender the Corporate Credit Card to the Director Corporate Services & Resource Management or his representative one week prior to termination of office or employment.

SECTION 5 - FINANCE

5.6.5. *Lost or Stolen Credit Cards*

During working hours the loss or theft of a Corporate Credit Card shall be reported to the Director Corporate Services & Resource Management immediately who will report the loss or theft to the Card Provider.

Cardholders shall report the loss or theft of a Corporate Credit Card should that loss or theft have occurred during non working hours and are to obtain proof of the report from the Card Provider.

5.6.6. *Payment of the Credit Card*

The Cardholder shall retain the customer copy of the charge slip together with any other transaction receipts. The charge slip is then coded with the appropriate Account Number for costing purposes and signed by the authorised individual incurring the expense. Upon receipt of the Credit Card Statement from the Card Provider, the Funds Management Officer will take the necessary action to 'cost' the expense to the account numbers on the charge slips.

SECTION 5 - FINANCE

CREDIT CARD PURCHASE REQUEST	
Date	
Amount	\$
GST	\$
Total (Inc GST)	\$
Reason for Credit Card use	
Details	
Account No.	□□-□□-□□-□□□□-□□□□-□□□□

Requesting Officer's Name	Signature - Requesting Officer
<input type="checkbox"/> Approved	Signature - Director Corporate Services & Resource Management
<input type="checkbox"/> Not Approved	
TO BE ATTACHED TO CREDIT CARD STATEMENT	

CREDIT CARD PURCHASE REQUEST	
Date	
Amount	\$
GST	\$
Total (Inc GST)	\$
Reason for Credit Card use	
Details	
Account No.	□□-□□-□□-□□□-□□□□-□□□□

Requesting Officer's Name	Signature - Requesting Officer
<input type="checkbox"/> Approved	Signature - Director Corporate Services & Resource Management
<input type="checkbox"/> Not Approved	
PASS TO FUNDS MANAGEMENT OFFICER	