

## Shire of Mundaring

# POLICY

### CORPORATE PURCHASING CARD

**Policy Ref:** FI-01

**Committee Rec:** SGC4.02.09

**Date:** 9 Feb 2009

**Adopted by:** C2.02.09

**Date:** 24 Feb 2009

**Amended:**

**Date:**

**Reviewed:** Once per Electoral Cycle

**Date:**

**Procedure Ref:**

**Delegation Ref:**

**Statute Ref:** *Local Government Act 1995 - S 6.5(a) and S 2.7(2)(a) and (b).  
Local Government (Financial Management) Regulations 1996  
Regulation 11(1)(a).*

**Local Law Ref:** N/A

#### PURPOSE

To issue and control the use of the Corporate Purchasing Card for staff.

#### POLICY

##### Issue and Use of Corporate Purchasing Card

- a) Council has authorised the responsibility of issue of Corporate Purchasing Cards to the Chief Executive Officer (CEO).
- b) The CEO can authorise the issue of cards to Executive Managers and other officers as required.
- c) Purchasing limits will be determined by the CEO. A monthly spend per card limit and an individual transaction limit will be determined for each card holder.
- d) Cards are to be used only for business related expenditure.
- e) The use of the cards does not negate the requirement to comply with the Shire's purchasing policy.
- f) The CEO is to establish procedures for the use of cards to ensure adequate control is exercised over their use and that expenditure incurred on cards is included in the monthly schedule of accounts to be reviewed by Council.
- g) Custodians of Corporate Purchasing cards are responsible for use of the card. No other officer may use the card.

- h) Cardholders cannot incur and certify their own expenditure when arranging payment of the monthly invoice to the card supplier.
- i) The CEO is authorised to use his card for the purpose of business entertainment.