

FINANCE POLICY 5

Corporate Credit Card

1.1 Policy Purpose

The purpose of this policy is to provide the Chief Executive Officer, Deputy Chief Executive Officer, Manager of Infrastructure Services and Shire President with the ability to instantly pay for Council expenditure incurred whilst performing Council functions.

1.2 Policy Objectives

The objectives of the Policy are;

- To reduce the reliance on Council representatives carrying cash or Council cheques.
- To reduce the reliance on Councillors and Council Staff making payments on behalf of Council.
- To reduce the need for reimbursing expenditure incurred on behalf of Council by Councillors and Officers.
- To provide a modern, professional and documented payment means when incurring expenditure on behalf of Council.

2.1 Policy

1. That the Chief Executive Officer, Deputy Chief Executive Officer, Manager Infrastructure Services and Shire President be delegated authority to use a Corporate Credit Card for the following purposes which shall relate to bona fide Council business and in accordance with the credit card issue form.
 - i. Conference and meeting costs
 - ii. Accommodation expenses
 - iii. Meals
 - iv. Fuel
 - v. Entertainment expenses
 - vi. Minor equipment part and repairs
 - vii. Other expenses which at the discretion of the Chief Executive Officer, Deputy Chief Executive Officer or Manager Infrastructure Services is most efficiently paid for by credit card.
2. The credit shall be linked to Council's Municipal bank account and a recoup of expenditure be made, on a monthly basis, via funds transferred from the Shire of Jerramungup Municipal Account.