

Policy Name	Credit Cards
Policy Type	Finance
Policy Number	FIN06
Version	2
Approval Date	January 2019
Renewal Date	January 2022



**Policy Number**      **FIN06**  
**Policy Name**        **Credit Cards**

## SUMMARY

Use of credit cards provides West Daly Regional Council with a convenient method for purchasing items and services where store accounts, purchase requisitions and orders are not available or are impractical and speed of purchase is of the essence.

However, their use attracts service and interest fees and must be tightly controlled to prevent misuse and overuse.

## POLICY STATEMENT

1. Credit cards may be issued on a permanent basis under controlled conditions.
2. Allocation of credit cards and financial limits on those cards will be restricted only to those staff that the Chief Executive Officer deems necessary.
3. Credit cards should be used as a purchase method only when normal Purchase Requisitions are not available or acceptable to a merchant.
4. Credit card holders must retain all receipts, invoices and other documentation relating to each transaction to be attached to each reconciliation statement.
5. Credit card holders must reconcile their card usage statement by attaching receipts and any explanations on a monthly basis. In the event that a particular purchase cannot be verified by a receipt, invoice or other commercial document, the card holder will provide a Statutory Declaration with all details in relation to the purchase. Reconciliations will be vetted by the Senior Financial Consultant who will discuss any differences or discrepancies with the card holder.

Darwin Office

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6. Prohibited credit card purchases include, but are not limited to:
  - cash advances;
  - personal usage, even if the card holder intends to reimburse Council;
  - personal food and accommodation unless on official travel for which travel allowance has not been allocated;
  - stationery and other supplies normally provided by Council;
  - payment of any traffic infringements or other fines personally incurred;
  - any purchase of a personal nature where Council is not involved.
  
7. Credit card purchases used for private use without approval of the Chief Executive Officer, regardless of circumstances, will lead to termination of employment of the card holder.
  
8. Any Council employee who considers they have an official need for a credit card must make written application through their direct manager to the Chief Executive Officer for consideration.
  
9. Any Council credit card that is damaged, stolen or lost, must be immediately reported to the Chief Executive Officer or authorised person nominated by the Chief Executive Officer. The Chief Executive Officer or authorised person nominated by the Chief Executive Officer will advise the issuing bank as soon as possible of the situation.
  
10. The card holder will keep the card secure at all times and not permit usage by any other person.
  
11. The credit card must be returned to the Chief Executive Officer or authorised person nominated by the Chief Executive Officer when the card holder leaves the employment of Council for any reason.

## TERMINOLOGY AND REFERENCES

### REFERENCES

*Local Government Act*

### FURTHER INFORMATION:

*Chief Executive Officer*

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