

# COUNCIL POLICY LG512

## CORPORATE PURCHASING CARDS

KEY FOCUS AREA    LEADERSHIP AND GOVERNANCE

### Purpose

The purpose of this policy is to provide guidance on the issue and control of the use of the corporate purchasing cards to employees of the Town of Claremont (**the Town**).

### Policy

In respect to the issue and use of corporate purchasing cards:

- Council has authorised the responsibility of the issue of corporate purchasing cards to the Chief Executive Officer (**CEO**).
- The CEO can authorise the issue of cards to Directors and other officers as required.
- The Director of Corporate Services is authorised by the CEO to issue cards to other officers as required.
- Purchasing limits in respect to these corporate purchasing cards will be determined by the CEO. A monthly card limit and an individual transaction limit will be determined for each card holder.
- Corporate purchasing cards are to be used only for business related expenditure and to purchase within the adopted budget
- Custodians of corporate purchasing cards are entirely responsible for the use of that card. They may authorise other Town employees to use the card for business related expenditure
- Cardholders cannot incur and certify their own expenditure when arranging payment of the monthly invoice to the card supplier.
- Cardholders must not obtain personal benefit from the use of the cards, including receipt of frequent flyer points or other reward schemes.
- The use of corporate purchasing cards does not negate the requirement to comply with the Town's purchasing policy.

The CEO is to approve procedures for the use of corporate purchasing cards to ensure adequate control is exercised over their use and that expenditure incurred on such cards is included in the monthly schedule of accounts for payment to be reviewed by Council.

**Document Control Box**

<b>Legislation:</b>	<i>Local Government Act 1995 s. 6.5(a) and s 2.7(2)(a)</i> <i>Local Government (Financial Management) Regulations 1996 s11(1)(a)</i>		
<b>Organisational:</b>			
<b>Version #</b>	<b>Decision:</b>	<b>OCM Date:</b>	<b>Resolution Number:</b>
1.	Adopted	19 February 2013	28/13
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	15 December 2015	226/15
5.	Reviewed	13 December 2016	206/16
6.	Reviewed	10 December 2018	228/18
7.	Modified	16 February 2021	020/21
8.	Modified	4 February 2025	6/25