



Corporate Purchasing Card Procedure

Responsible Officer	Chief Executive Officer
Relevant Delegations	Manager Finance & Administration
Legislation and References	Local Government Act 1999.

1. Introduction

Many Councils have adopted the use of Corporate Purchasing Cards for specific Council requirements as an additional method of paying for goods/service (eg. official travel, etc). They can be efficient and cost-effective, in particular for low-value/low risk type items. They may also be a useful resource in remote and emergency situations and can provide an effective audit trail of expenditures.

Similar to other accounts payable options, the use of Corporate Purchasing Cards provide for purchasing benefits and while at the same time if not used appropriately present unique operating risks, and therefore require appropriate controls to protect Council funds. This Procedure describes the conditions of issue and use of the Council's Corporate Purchasing Card.

2. Purpose and Objectives

The purpose of this procedure is to ensure that:

- There is transparency in Council's operations concerning the use of Corporate Purchasing Cards.
- That Council's resources are managed with integrity and due diligence.
- That Corporate Purchasing Cards are issued to designated staff and are used appropriately in accordance with these procedures and guidelines.
- Practices and internal controls are clearly prescribed which seek to ensure that all purchases are accounted for, allocated and reported in accordance with Council's annual budget and procurement policy.

3. Related Documents and Definitions

- 3.1 Fringe Benefits Tax Assessment Act 1986
- 3.2 A New Tax System (Goods and Services Tax) Act 1999
- 3.3 Clare & Gilbert Valleys Council, Employees Code of Conduct
- 3.4 Clare & Gilbert Valleys Council, Procurement Procedures Expenditure
- 3.5 Clare & Gilbert Valleys Council Instruments of Delegation and Sub-delegation

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3.6 Local Government Act 1999

3.7 Definitions

“ABN” means the Australian Business Number that should be displayed on the receipts and or tax invoices of all suppliers operating a business in Australia.

“Cardholder” means the staff member whose name appears on the Corporate Purchasing Card.

“CEO” means the Chief Executive Officer of the Council as defined under the Local Government Act 1999, or alternatively an officer delegated to act in that role.

“Entertainment and Hospitality” means –

- (a) Entertaining members of the public in order to promote an initiative or project of the Council or to build/ reinforce professional networks;
- (b) Providing food or beverages by Council –
 - i. To a person visiting the Council in an official capacity; or,
 - ii. For a conference or meeting held by Council for its Councillors, employees or other persons; or,
 - iii. For a seminar, course, workshop or another forum held by the Council for its Councillors, employees or other persons;
- (c) Attendance by an employee of the Council at a function –
 - i. As part of the Councillor’s or employee’s official duties or obligations as an employee of the Council; and
 - ii. For which an amount is charged to the Council, or to the employee for attending the function.

The following is not classed as entertainment or hospitality under this procedure but may still be a business expense:

Provision of meals for employees working at premises remote from the normal place or work such that normal arrangements for meals are not available.

There may be times when hospitality related purchases include a personal component (i.e. meals whilst on official travel for an accompanying partner); where possible these costs will be paid for at the point of sale personally by the cardholder. Where a supplier’s terms will not allow for account splitting, the personal amount shall be reimbursed to Council forthwith at the first available opportunity.

“Personal Expense” means any expense that is not related to the Council’s business operations.

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“*Provider*” means ANZ and/or the successor banks that the Council may employ for the provision of Corporate Purchasing Cards.

“*Reasonable Expense*” means expenditure that can withstand a public disclosure test, therefore the cardholder will have no hesitation about disclosing the expenditure, being able to defend both its purpose and amounts while highlighting the benefits to the organisation.

“*Tax Invoice*” means a document generally issued by and/or requested from a supplier which shows the price of a supply, indicating whether it includes GST, and may show the amount of GST and must show other information including the ABN of the supplier and must satisfy the Australian Tax Office definition of a valid tax invoice.

4. Application and Eligibility

- 4.1 This document applies to all Clare & Gilbert Valleys Council employees who are assigned or have authorised use of a Corporate Purchasing Card and govern the use of the facility.
- 4.2 The Corporate Purchasing Card facility is identified within Council’s Procurement Policy as a valid method of procurement.
- 4.3 The delegated authority for the overall management of the Corporate Purchasing Card facility is vested with the Chief Executive Officer in accordance with authority delegated to that position under Section 137 “Expenditure of Funds” of the Local Government Act 1999. The authority may be sub-delegated to other officers of Council in accordance with Section 44 of the Act.

Operational control of the Corporate Purchasing Cards system rests with the Chief Executive Officer. The day to day management of the facility rests with the Manager Finance and Administration, including the reconciliation and payments processes.

5. Allocation and Card Limits

- 5.1 The following Officer’s are authorised by Council to hold a corporate purchasing card:

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- Chief Executive Officer
- Manager Finance and Administration
- Manager Governance & Community
- Manager Development & Environment
- Manager Works & Infrastructure
- The Library Manager.

The distribution of any additional Corporate Purchasing Cards must be approved by Council. An appropriate card limit will be discussed in the business case provided to Council.

Any business case must demonstrate that the issue of a card will aid in the effective and efficient exercise of their official duties. Factors that will influence the decision to issue a card to a particular officer include:

- The nature and extent of minor purchases of goods and services that may be undertaken (including internet purchases);
- The frequency and nature of domestic travel that may be undertaken in the course of official duties; and,
- The need to meet the cost of official “out of pocket” expenses (including certain approved entertainment and or hospitality costs).

The concept of this service is that the Corporate Purchasing Card is allocated to a position within Council’s organisational structure, not to a person as such, although it is acknowledged that the individual holding the position at the time will have the Corporate Purchasing Card issued in that person’s name. The Corporate Purchasing Card is not a personal benefit that comes with the job but an agency resource.

5.2 The following purchasing card limits apply:

- Chief Executive Officer maximum \$5,000 per month
- Manager Finance and Administration maximum \$1,500 per month
- Manager Governance & Community maximum \$1,500 per month
- Manager Development & Environment maximum \$1,500 per month
- Manager Works & Infrastructure maximum \$1,500 per month
- The Library Manager maximum \$1,500 per month

The purchasing card limits applied under this procedure may be reviewed from time to time as Council’s business needs dictate, with this review to be undertaken by the Council.

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5.3 Purchases must align to budget allocation set annually for the specific purpose of each purchase.

6. General Procedure Requirements

Relationship to Procurement Policy and Allowable Expenditure

6.1 With reference to Council's Procurement Policy and Procurement Expenditure Procedure, Corporate Purchasing Cards may only be used for the procurement of goods and services for Clare & Gilbert Valleys Council in the following circumstances:

- When the user determines this form of payment to be acceptable, still recognising the organisation's preference of other purchasing methods including; purchase orders, EFT payment or cheque;
- For business expenditure associated with accommodation, meals, entertainment and travelling expenses during business meetings and conferences but exclusive of personal expenditure (see clauses 3.7 and 6.4);
- Purchases made over internet services or by telephone order;
- When the user determines an expense to be necessary in recognition of the business need;
- For other purposes approved by the CEO.

Examples of acceptable official expenditure on the Corporate Purchasing Card include;

- Domestic travel related expenses including taxi fares, parking expenses, actual cost of meals, accommodation, flights and hire cars;
- Prepayment of approved course or conference fees;
- Payment of subscriptions and memberships;
- Infrequent purchase of low value or routine business related consumable items e.g. coffee;
- The cost of official out of pocket expenses including approved entertainment and hospitality costs.
- General office supplies or research materials (books).

At Point of Sale transactions, a PIN (Personal Identification Number) should be used as the method of authorising the purchase. The "payWave" method of authorising the purchase may be used for transactions less than \$100.00. Should future technology change in relation to transaction authorisation protocols, this element of the procedure will require review.

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Corporate Purchasing Cards may be used for fuel purchases only where no other Council provided fuel card can be utilised, (fuel cards are not generally covered by this procedure – refer to the *Council Motor Vehicle Procedure*).

- 6.2 Wherever possible, the use of the purchase order system is preferable in terms of Council's ability to manage its cash flow; although it is acknowledged that this procedure discusses relatively low levels of expenditure in the context of the whole of Council's annual expenditures.

Cardholder Register

- 6.3 A Register will be maintained of current cardholders, which includes:
- Cardholder name and position;
 - Card number;
 - Purchasing Card Verification (CCV) number;
 - Purchasing limit;
 - Expiry date of card;
 - Goods and services each cardholder is authorised to purchase through the card; and
 - Date card given to cardholder and date card returned (if applicable).
 - A signed Agreement by the card holder/user accepting and agreeing to the terms and conditions contained within this procedure.

The Register will be maintained securely by Council's Manager of Finance and Administration.

The details contained in the Register will be regarded as 'Employee Records' and therefore will be exempted from the provisions of the Freedom of Information Act 1991 other than the purpose for which the purchasing cards are able to be utilised and any transactions resulting therefrom which are able to be accessed through Council's operational policies. In this context transaction records are regarded as documents which are able to be accessed by members of the public.

All cardholders will be provided with a copy of the current procedure document and will be required to sign an agreement that he or she will abide by this procedure. A copy of the signed agreement will be kept on the employees personnel file. This procedure may be reviewed and amended at any time. All reasonable effort will be made to ensure that employees are advised when the Procedure has been updated.

Prohibited Activities

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- 6.4 The following transactions are prohibited activity in terms of the use of Council's Corporate Purchasing Card;
1. Personal expenditure is prohibited; this includes amounts appearing on flight bookings and hotel accommodation for family accompanying officers on a business trip. Except for as detailed in Clause 3.7 definition for "Entertainment and Hospitality".
 2. Cash withdrawals are prohibited.
 3. The provision of a 'tip' which adds value to an account being paid for approved entertaining, hospitality and or meal expenses.

Payment and Card Transaction Reconciliation Process

- 6.5 Payment of the Corporate Purchasing Card accounts will be on the due date established by Council's banking systems provider.

6.5.1 Transaction Approval

No purchasing cardholder is able to approve expenditure transacted on the allocated purchasing card for their position. All cardholder expenditure shall be independently approved and verified by:

- In the case of the CEO being the card holder, the Mayor of the Council;
- In the case of all other card holders, the CEO;

6.5.2 Transaction Documentation

Each purchasing card transaction must be recorded and must provide relevant details as to the purpose of the transaction, names of employees/non-employees and shall provide the budgeted expenditure account number.

Within 3 working days of receipt of the purchasing card bank monthly statement, the cardholder will attach the tax invoice(s), form and corresponding receipt(s) listed on the statement and forward the documentation to the Finance Department.

Each tax invoice will clearly identify the service provided or goods and number of items purchased, as well as the total amount paid (including GST where applicable).

Any entertainment costs need to be clearly identified and details of the number of people present and the names of Council employees must be written on the form (for FBT purposes). As stated the cardholder will also

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identify the expenditure account number to which the cost is to be charged and an explanation for the expense if not clear from the tax invoice supplied. Any /tax invoices and accompanying receipts not supplied will be followed up by the Finance Department – if /tax invoices and corresponding receipts are regularly not supplied by a cardholder, disciplinary action may be taken and/or the purchasing card may be cancelled by the CEO.

The Finance Department will review the form, tax invoices and corresponding receipts (including GST requirements), account coding and expenditure details for monthly processing through the Accounts Payable system.

As with all financial transactions of the Council, purchasing card transactions will be subject to both internal and external audit processes. Council's registered auditors will audit Corporate Purchasing Card transactions on a yearly basis. Internal audits of transactions will occur randomly. Monthly purchasing card statements and their supporting documentation will be filed in the Council's Accounts Payable payments records.

Manager Finance and Administration will provide to Council a quarterly report on the expenditure on all credit cards held by Council.

For the purposes of claiming Goods & Services Tax inputs;

- A valid tax invoice and corresponding receipt must be obtained for all purchases (EFTPOS dockets only are not sufficient).
- If the tax invoice does not have a detailed description, cardholders must request suppliers to record an adequate description of goods/services supplied on the tax invoice to ensure accountability.
- **Note:** *if a supplier does not have an ABN and Pay As You Go tax has not been withheld on the Corporate Purchasing Card statement, Clare & Gilbert Valleys Council is still liable to pay the Corporate Purchasing Card provider the full amount of the transaction and also the ATO, 48.5% of the purchase price.*

Cardholder Responsibilities

6.6 An officer who is authorised to use a Corporate Purchasing Card must comply with the following conditions:

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1. Sign the 'Corporate Purchasing Cardholder Agreement' prior to using the card. The signing of the agreement will signify that the cardholder acknowledges the conditions of use of the card and agrees to be bound by those conditions of use. A copy of the agreement will be placed on the employee's personnel file.
2. Maintain the card in a secure manner and guard against improper use.
3. Sign the card immediately upon receipt and ensure that the approved cardholder is the only person to use the card.
4. Ensure all purchases are for business use of Clare & Gilbert Valleys Council only as approved in the Annual Budget
5. The cardholder must obtain a valid tax invoice and corresponding receipt from the supplier/contractor, which includes a clear description of the goods and/or services provided (the purchasing card (EFTPOS) docket is not sufficient to act as a receipt), for each transaction;
6. Make purchases only in accordance with Clare & Gilbert Valleys Council's Procurement Policy.
7. Not withdraw cash.
8. Forward signed purchase orders, tax invoices, corresponding receipts and other items verifying expenditure to the Finance Department within 3 working days after the cardholder receives the monthly transaction statement. This process is to certify the correctness of any charge against the card, identifying which account number(s) the cost is to be expensed to, any FBT requirements or any other further information (refer Clause 6.5.2 hereof).
9. Immediately return the card with a full acquittal of expenses to the Manager of Finance and Administration if ceasing employment at Clare & Gilbert Valleys Council, or if called upon to do so.
10. Forward all purchase orders, tax invoices and corresponding receipt, and other items verifying expenditure to the Finance Department for reconciliation purposes prior to the taking of any long service leave, annual leave or other extended leave.
11. Abide by all Corporate Purchasing Card responsibilities as outlined by the card provider.
12. All benefits provided by the bank through the holding of a Corporate Card are to flow through to Council not the individual cardholder
13. In the event that a Corporate Purchasing Card is lost or stolen, the cardholder will immediately inform the Manager of Finance and Administration with written details of the circumstances on the first working day after the loss, who will contact the purchasing card provider and organise a replacement card, if applicable.

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14. If the Corporate Purchasing Card is damaged; at the time of requesting a replacement card, the cardholder will, in the presence of the Manager of Finance and Administration destroy the card for security purposes by cutting through the card number and then return the card to the Manager of Finance and Administration.

Forfeiture or Cancellation of the Corporate Purchasing Card

6.7 A Corporate Purchasing Card may be withdrawn for any of the following reasons:

- Misuse of the card by the Cardholder including unacceptable or inappropriate expenditure as determined by the Chief Executive Officer, or in the case of the Chief Executive Officer, as determined by Manager of Finance and Administration. This will result in the Council instituting disciplinary procedures against the holder, which may result in termination of employment;
- Fraudulent use of the Corporate Purchasing Card by any of the following:
 - purchases of personal goods or services (other than discussed at clause 3.7);
 - personal advantage from dealing with suppliers;
 - falsifying transaction records;
- Failing to comply with the Corporate Purchasing Card Procedure;
- Non-compliance with conditions specified by the Corporate Purchasing Card provider;
- A Corporate Purchasing Card is no longer required for a certain position, or the card has not been used for 12 months;
- The cardholder leaves the service of Council and returns their card to the Manager of Finance and Administration for cancellation.

A disciplinary process emanating from a non-compliance with this procedure shall be managed in accordance with the rules established in the Clare & Gilbert Valleys Council Enterprise Agreement, any individual employment contracts and principles of natural justice.

Where a Corporate Purchasing Card is withdrawn because of:

- Ceasing employment
- Card no longer required
- Disciplinary procedures;

the cardholder is required to:

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- (in the presence of the Manager of Finance and Administration) immediately destroy the card for security purposes by cutting through the card number and security strip;
- Return the destroyed card to the Manager of Finance and Administration and undertake a reconciliation of the final statement; or if leaving the employ of the Council, provide the Manager of Finance and Administration all relevant documentation, receipts, invoices, signed purchase orders and so forth, so that a reconciliation may be undertaken on receipt of the final statement for that purchasing card.
- In the case of 'Instant dismissals', the Manager of Finance and Administration must be informed immediately by the relevant Manager and the purchasing card will be cancelled through the purchasing card provider.

Review of Corporate Purchasing Card Process

6.8 Quarterly reviews of Corporate Purchasing Card expenditure will be undertaken by the Manager of Finance and Administration to ensure the integrity of the purchasing system. Failure by the cardholder and/or authorised user to satisfy the cardholder requirements and or the monthly reconciliation processes will be reported to the CEO. Disciplinary action may be taken.

An annual review of Corporate Purchasing Card usage may be conducted by the Manager of Finance and Administration to ensure that there is an ongoing business need for the use of each Corporate Purchasing Card and that the conditions of this procedure are being met. If deemed necessary, the Manager of Finance and Administration may ask the Audit Committee to also review that the conditions of this procedure are being met.

Review & Availability

This policy will be reviewed every four years, or as required.

The public may inspect a copy of this policy without charge at the Council offices during office hours and may obtain a copy for a fee fixed by Council

The policy is also available on Council's website www.claregilbertvalleys.sa.gov.au

References

Local Government Act 1999

Public & Environmental Health Act 1987

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Approved by	Issue Date	Minute Reference – Details of Review
CGVC	19/05/04	
CGVC		
CGVC	15/05/17	Reviewed by Council 15/05/17

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Attachment 1

Corporate Purchasing Cardholder Agreement

I _____ (insert Cardholder's name) acknowledge, agree to and accept the conditions stated in the 'Corporate Purchasing Card Procedure' and as listed below, and I undertake to comply with them as long as I have access/use of Council's allocated Corporate Purchasing Card:

1. I am responsible, at all times, to maintain the card in a secure manner and guard against improper use;
2. I will sign the card immediately upon receipt and ensure that I am the only person to use the card;
3. All purchases I make will be for business use of Clare & Gilbert Valleys Council only and within my authorised budget line (Council approved in the Annual Budget) and under no circumstances will I incur any private expenses (save and accept as defined under Clause 3.7 of the Procedure).
4. I will endeavour to only make purchases on my purchasing card where more appropriate other methods of payment by Clare & Gilbert Valleys Council are not available (purchase order, EFT, cheque etc).
5. I will not exceed purchasing card limits.
6. I will use "payWave" to pay for transactions less than \$100.00 and "PIN" for transactions greater than \$100.00.
7. I will obtain a valid tax invoice and corresponding receipt from the supplier which provides a clear description of the goods and/or services provided ("Goods" is not adequate). I realise the Corporate Purchasing Card (EFTPOS) docket is not sufficient to act as a tax invoice.
8. I will forward signed, correctly filled in purchase orders for my monthly transactions and attach tax invoices and corresponding receipts, to the Finance Department within 3 working days upon receipt of the monthly transaction account and certify the correctness of any charge against the card, identifying which account number the cost is to be charged, the reason for the purchase and any other relevant information.
9. I will make purchases in accordance with Clare & Gilbert Valleys Council's Procurement Policy.
10. I will not use the Corporate Purchasing Card for withdrawing cash.
11. If my card is lost or stolen, I will immediately notify the Manager of Finance and Administration by providing a written account of the circumstances on the first working day after the loss. The Manager of Finance and Administration will follow-up with the card provider.
12. Any benefits provided by the bank through the holding of a Corporate Card are to flow through to Council not the individual cardholder
13. I will use the Corporate Purchasing Card only up to the authorised transaction limit and monthly limit set by the CEO for me.

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14. I will immediately return the card with a full acquittal of expenses to Council's Manager of Finance and Administration if I cease to be an employee of Clare & Gilbert Valleys Council, or if called upon to do so.
15. Prior to commencement of any long service leave, annual leave or other extended leave, I will ensure all purchasing card expenditure forms/tax invoices and corresponding receipts etc are forwarded to the Finance Department for reconciliation purposes.
16. I understand the Corporate Purchasing Card does not cover purchase of fuel, (save and accept as defined under Clause 6.1 of the Procedure).
17. I will reimburse Council for any expense incurred which is not approved by Council.
18. I will abide by all Corporate Purchasing Card responsibilities as outlined by the card provider.
19. I am aware that if I abuse the use of the Corporate Purchasing Card or do not abide by the conditions identified in the Corporate Purchasing Card Procedure or by the Purchasing Card Provider, the Corporate Purchasing Card will be withdrawn and disciplinary action may be taken.

Signed: _____ Date: _____

(Cardholder)

Position: _____

Approved: _____ Card Limit: \$_____

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