

## 3.18 Credit Card and Fuel Card Use

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POLICY TITLE: CREDIT CARD USE

FILE REF: SC67

REVIEW DATE: MARCH 2027

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### OBJECTIVES

The purpose of this Policy is to:

- 1) Establish rules for the use of credit cards and fuel cards issued by Council.
- 2) Ensure that organisational transactions are carried out as efficiently as possible through the use of corporate credit cards when appropriate.
- 3) To provide an alternative mechanism for the purchase of fuel for Council supplied vehicles.
- 4) Guard against any possible misuse of corporate credits cards and fuel cards issued by Council.
- 5) Ensure the use of corporate credit cards and fuel cards is in accordance with the relevant legislation.

### CREDIT CARDS

#### Issue of Corporate Credit Cards

The issue of corporate credit cards will be restricted to the holders of the following positions within the organisation:

- 1) Mayor
- 2) General Manager
- 3) Director Corporate and Community Services
- 4) Director Engineering
- 5) Director Planning and Environment

Other positions may be added to the list with the approval of the Council.

Each corporate credit card will be issued to a specific person who will remain personally responsible for the use of the card. No more than one card shall be issued per cardholder.

The recipient of the credit card will be required to sign a document acknowledging and agreeing to the conditions of use outlined in this Policy (refer Schedule A attached).

#### Credit Limit

There is only one Council credit card account, to which the four (4) credit cards are linked, with an aggregate maximum limit of \$25,000.

This limit may be varied by the council.

#### Credit Card Usage

The use of corporate credit cards shall be subject to the following conditions:

- 1) The credit card shall only be used for those activities that are directly related to the cardholder's function within the Council.
- 2) The credit card shall not be used for prohibited or illegal purchases or purchases that may bring the name of the Council into disrepute.
- 3) A cardholder may use the credit card to pay a claim that includes both official and coincidental private expenditure. In such cases the cardholder must reimburse the Council for any coincidental private expenditure.
- 4) Cardholders shall not authorise their own expenditure. The Mayor shall approve the General Manager's credit card transactions. The General Manager shall approve the monthly statement of all other cardholders.
- 5) Cardholders shall not obtain cash advances through the use of a corporate credit card.

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#### Cardholder Responsibilities

It shall be the responsibility of cardholders to:

- 1) Obtain and retain sufficient supporting documentation to validate the expense and attach these to the monthly statement from the bank;
- 2) Review the monthly statement and verify that the goods and/or services listed were received and report any inaccuracies to the Director of Corporate and Community Services;
- 3) Sign the monthly statement to verify that the transactions have been made for official purposes;
- 4) Take adequate measures to ensure the security of the credit card;
- 5) Notify the bank and the Director of Corporate and Community Services immediately if the card is lost or stolen or if any unauthorised transaction is detected or suspected;
- 6) Return the card to the Director of Corporate and Community Services if the cardholder resigns, the General Manager has determined that there is no longer a need for the cardholder to retain his/her credit card or the credit card has been cancelled by the bank.

#### Withdrawal of Corporate Credit Cards

A corporate credit card may be withdrawn or cancelled for the following reasons:

- 1) The cardholder ceases to be an employee of the Council;
- 2) It is determined that there is no longer a need for the cardholder to have a credit card purchasing facility;
- 3) Misuse of the credit card by the cardholder including inappropriate expenditure or non-compliance with the conditions of use set out in this Policy.

#### Lost/Stolen Cards

Lost or stolen cards must be cancelled as soon as possible by telephoning the Bendigo Bank on 1300 366 666 (24 hrs). Details of the cancellation including the Bank's reference number, date and time are to be forwarded to the Director of Corporate and Community Services.

#### Replacement of Damaged Cards

Damaged cards can be replaced by returning it to the Director of Corporate and Community Services and requesting a replacement card. On arrival of the new card the cardholder will be notified to collect it from the Bendigo Bank.

#### Payment of Credit Card

The Director of Corporate and Community Services will arrange payment of the credit card statement at the end of each month to avoid incurring interest charges.

### FUEL CARDS

#### Issue of Fuel Cards

- 1) The Director Corporate and Community Services will be responsible for issuing fuel cards to employees who are provided with a Council vehicle in the course of their employment.
- 2) The recipient of the fuel card will be required to sign a document acknowledging and agreeing to the conditions of use outlined in this Policy (refer Schedule B attached).
- 3) The Director Corporate and Community Services will maintain a register of all employees who have been issued with a Council fuel card.
- 4) Notwithstanding 1) above, a fuel card may be issued for the purposes of purchasing unleaded fuel for all small plant items such as lawn mowers, line trimmers etc.

#### Fuel Card Usage

- 1) The fuel card must only be used for the vehicle it is assigned to and must not be utilised to refuel another vehicle.
- 2) The fuel card must be retained with the associated vehicle at all times.
- 3) The "small plant" fuel card shall be kept securely at Council's depot under the control of the Storeperson who may issue it to users of small plant items as needed.

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#### Cardholder Responsibilities

It shall be the responsibility of cardholders to:

- 1) Initial the fuel receipt issued at the fuel outlet.
- 2) Forward all fuel receipts to the Accounts Payable/Payroll Officer in a timely manner.
- 3) Take adequate measures to ensure the security of the fuel card.
- 4) Notify the Director Corporate and Community Services immediately if the fuel card is lost or stolen.
- 5) Return the fuel card to the Director Corporate and Community Services on request.
- 6) Users of the "small plant" fuel card are required to initial the fuel receipt and return it with the fuel card to the Storeperson. The Storeperson is responsible for forwarding the receipts to the Accounts Payable/ Payroll Officer in a timely manner.

#### Withdrawal of Fuel Cards

A fuel card may be withdrawn or cancelled for the following reasons:

- 1) The cardholder ceases to be an employee of the Council.
- 2) It is determined that there is no longer a need for the cardholder to have a fuel card.
- 3) Misuse of the fuel card by the cardholder including non-compliance with the conditions of use set out in this Policy.

#### Lost/Stolen and Damaged Fuel Cards

- 1) Lost or stolen cards must be cancelled as soon as possible by notifying the relevant fuel company.
- 2) Damaged cards can be replaced by returning it to the Director Corporate and Community Services and requesting a replacement card.

#### Payment of Fuel Card Statement

The Director of Corporate and Community Services will arrange payment of the monthly fuel statement at the end of each month.

*Adopted by Council 18 March 2024  
Refer minute 47/24*

*Adopted by Council 19 June 2023  
Refer minute 104/23*

*Reviewed by Council 16 May 2022  
Refer minute 106/22*

*Reviewed by Council 20 May 2019  
Refer minute 131/19*

*Reviewed by Council 21 October 2018  
Refer minute 280/18*

*Confirmed by Council 17 August 2009  
Refer minute 283/09*

*Adopted by Council – 20 June 2005  
Refer Minute No. 24662*

**SCHEDULE A**  
**Corporate Credit Card**  
**Cardholder Approval and Acknowledgement**

**Approval**

<b>Cardholder's Name:</b>
<b>Position:</b>
<b>General Manager's Signature:</b>
<b>Date:</b>

**Acknowledgement**

<p>I acknowledge receipt of the Lockhart Shire Council Corporate Credit Card and agree that:</p> <ol style="list-style-type: none"> <li>1) I will not use the Corporate Credit Card, nor permit it to be used, other than for official Council purposes.</li> <li>2) I will not use the credit card for prohibited or illegal purchases or purchases that may bring the name of the Council into disrepute</li> <li>3) I will ensure security of the Corporate Credit Card at all times.</li> <li>4) If the Corporate Credit Card is lost or stolen, I will immediately report it missing to Council's bank and will also inform the Director Corporate and Community Services.</li> <li>5) If my position with Lockhart Shire Council changed or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card.</li> <li>6) I will retain all original supporting documentation that meets the requirements of a tax invoice for presentation to the relevant authorising officer.</li> </ol>
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**Cardholder's Signature**

<b>Name of Financial Institution:</b>	
<b>Card No:</b>	<b>Expiry Date:</b>
<b>Cardholder's Signature:</b>	<b>Date:</b>

**SCHEDULE B**

**Fuel Card**

**Cardholder Approval and Acknowledgement**

**Approval**

<b>Cardholder's Name:</b>
<b>Position:</b>
<b>Director Corporate and Community Services Signature:</b>
<b>Date:</b>

**Acknowledgement**

I acknowledge receipt of the Lockhart Shire Council Corporate Credit Card and agree that:	
1)	I will not use the Fuel Card, nor permit it to be used, other than for refilling the Council vehicle for which it has been issued.
2)	I will ensure security of the Fuel Card at all times.
3)	If the Fuel Card is lost or stolen, I will immediately report it missing to the Director Corporate and Community Services.
4)	If my position with Lockhart Shire Council changed or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card.
5)	I will retain all fuel receipts and forward them to the Accounts Payable/Payroll Officer in a timely manner.

**Cardholder's Signature**

<b>Fuel Company Name:</b>	
<b>Card No:</b>	<b>Expiry Date:</b>
<b>Cardholder's Signature:</b>	<b>Date:</b>