

DEPARTMENT: Finance		SUBJECT: Use of Business Credit Cards
AUTHORISED BY:		
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SCOPE

This policy applies to all Directors and Managers who have been issued with a business credit card and to administration personnel who have been authorised by the Director to make approved purchases on the business credit card.

OBJECTIVE

This policy is to ensure that credit card purchases are duly authorised and that the required documentation meets appropriate ATO and audit requirements.

#With any credit card purchase whereby the expense is a benefit to the Director, conflict must be declared and noted by the Board to approve.

SPECIFICATIONS

- The business credit card is **not** to be used for personal expenses.
- **No cash advances** are to be taken using the business credit card.
- Authorised Directors and administration employees (if authorised) can pay for Club purchases using the business credit card.
- Employees using a business credit card must have the relevant Directors documented authorisation, refer to the procedure as listed below.
- Employees using a business credit card must complete a credit card reconciliation form and submit a Tax Invoice for the purchase.
- Directors/Managers using the credit card need only sign the Tax Invoice and notate the purpose of the expense. Where possible, the expenses account code should be included.
- A copy of the Tax Invoice to be supplied to the Finance Administrator within 3 business days.
- All credit card purchases **must** be made in the Club name, not an individual person's name. Where the order must be under an individual name use the Director or approved Administrator.
- Volunteers should not be provided with any business credit card information nor are they permitted to make purchases on behalf of the Club using the business credit card.
- The card holder is responsible for keeping the business credit card secure at all times.
- The Administrator using the card on behalf of, and authorised by, the Director must keep the card details secure at all times
- When using the Credit Card for online purchases, the card details **must not** be saved on any website, such as google search.
- Where a business credit card is lost or stolen, the owner of the card is to notify the Finance Administrator who is responsible for notifying the issuing agency and ensuring the card is cancelled.
- All business credit cards must be returned to the Club when the person is requested to, or where they are no longer a Director/Manager.

PROCEDURE

- Obtain the Directors permission to use the business credit card, via email or phone, to make a purchase using the Purchase Order process.

- Ensure the Tax Invoice for purchase is raised in the Club name and is compliant to ATO/Audit requirements. Must state TAX INVOICE on the Invoice/Receipt and include the business's ABN. If you do not have a Tax Invoice, contact the supplier to provide one.
- Process the P/O & credit card reconciliation form for the Directors signature.

Forward to the Finance Administrator