

Policy Name:	Corporate Purchase Card
Classification:	Public – Council Policy
Adopted:	25 November 2025
Frequency of Review:	Four Yearly
Last Review:	November 2025
Next Review Due:	November 2029
Responsible Officer(s):	Manager Finance and Procurement
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR25/74617
Legislation Authority:	Local Government Act 1999 (SA)
Related Policies and Codes:	Procurement Policy Expenditure Policy
Related Procedures:	Procurement Procedures

1. PURPOSE

This policy provides a framework for the responsible use of Corporate Purchase Cards. It ensures that:

- Purchases are transparent, properly authorised, and accountable.
- Cards are only used for legitimate Council business.
- Clear controls are in place to safeguard Council funds and staff.

2. SCOPE

This policy applies to all staff who hold, or apply for, a Corporate Purchase Card.

3. AUTHORITY AND OVERSIGHT

- Chief Executive Officer (CEO): Approves the issue of all cards and monthly spending limits. May approve higher limits where operationally justified.
- Manager Finance & Procurement: Holds overall responsibility for this policy.
- Finance Team: Manages card administration and liaison with the issuing bank.

- Divisional Executive Managers: Recommend staff applications and review reconciliations.

4. APPLYING FOR A CARD

4.1 Application Process

Applications must be made using the Corporate Purchase Card Application & Variation Form. Applications must include:

- Justification for the card.
- Proposed monthly expenditure limit (default maximum: \$5,000 GST inclusive).

4.2 Approval Path

- Divisional Executive Manager recommends.
- Manager Finance & Procurement reviews.
- CEO gives final approval.
- Finance Team arranges card issue with the bank.

4.3 Approval Criteria

When considering an application, the following may be assessed:

- Nature, frequency and timing of purchases.
- Payment methods available from suppliers.
- Impact on Council's purchasing systems.
- Existing cards within the team, department or division.
- Risk assessment of proposed use.

5. CONDITIONS OF USE

Cardholders must comply with these requirements:

5.1 Permitted Use

- Only for purchases directly related to Council business and within the approved budget.
- Within authorised transaction and monthly limits.
- All purchases must comply with Council's Procurement Policy and Expenditure Policy.

5.2 Prohibited Use

- Personal purchases of any kind.
- Cash advances.

- Fuel purchases (covered under separate arrangements).
- Purchases where supply agreements or arrangements already exist.

5.3 Cardholder Responsibilities

- Keep the card secure at all times.
- Retain valid supporting documentation (tax invoices / receipts).
- Where a tax invoice or receipt has been lost, the cardholder must complete a Statutory Declaration outlining the details of the transaction.
- Reconcile and submit monthly statements with receipts within 10 business days.
- Report lost or stolen cards immediately to the Manager Finance and Procurement.
- Return and destroy cards when employment ends or when the card is no longer required.

5.4 Breaches

- Misuse may result in card cancellation, recovery of costs and disciplinary action.
- Council will seek to recover unauthorised costs from the cardholder.

6. RECONCILIATION AND REPORTING

Each cardholder must reconcile their monthly bank statement against receipts and code transactions. Cardholder and Executive Manager/CEO must approval reconciliations (CEO to be authorised by an Executive Manager)

Any discrepancies must be reported immediately to the Financial and Procurement Manager and resolved before further use. If receipts or invoices are missing, a Statutory Declaration must be provided to substantiate the expenditure.

All reconciliations and supporting documentation must be kept in line with Council record management requirements.

7. CARDHOLDER REVIEW & MANAGEMENT

Cardholder list is reviewed annually to confirm business need and compliance.

Cards unused for six months may be withdrawn.

The Financial Team maintains records of all issued cards, limits, and reconciliations.

8. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed on a four (4) yearly basis. The Chief Executive Officer will report to Council on the outcome of the review and if relevant make recommendations for amendments, alteration or substitution of a new Policy. The Policy will not be altered or substituted so as to affect a process already commenced.

9. FURTHER INFORMATION

CORPORATE PURCHASE CARD POLICY

Further information about this policy can be obtained by:

Telephone: 8522 9211

Email: council@gawler.sa.gov.au

Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East

Letter: PO Box 130, Gawler SA 5118

10. AVAILABILITY OF POLICY

The Policy is available to be downloaded, free of charge, from Council's website at www.gawler.sa.gov.au.

A printed copy may be purchased on request from the Council's Administration Centre.