

<b>DA</b>	<b>CORPORATE CREDIT CARDS</b>	<b>LGAFCS8</b>
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<b>DELEGATED AUTHORITY CODE:</b>	LGAFCS8
<b>DIRECTORATE:</b>	Finance & Corporate Services
<b>BUSINESS UNIT:</b>	Financial Services
<b>SERVICE UNIT:</b>	Accounting Services
<b>RESPONSIBLE OFFICER:</b>	Director, Finance & Corporate Services
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	14 June 2018
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	8

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	
OCM:	9 June 2011	11 June 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 June 2014	

**FUNCTION DELEGATED:**

The authority to approve the issue of Corporate Credit Cards to appropriate Council Officers and to set individual value limits and transaction type restrictions in accordance with Council Position Statement PSFCS24.

**CONDITIONS/GUIDELINES:**

- (1) The Director, Finance & Corporate Services or Manager, Financial Services will approve the issue of a Corporate Credit Card to Officers who have Delegated Financial Authority (DFA) to purchase goods and services.
- (2) Officers who have been given authority to use a Council Credit Card acknowledge that they must comply with the General Instructions which are attached to the Position Statement PSAFCS24.
- (3) All transactions utilising this delegation are to be recorded in the system register for Credit Cards issued and the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided in Council Position Statement PSFCS24.

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**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government Act 1995, Section 6.10(d)  
Local Government Act (Financial Management) Regulations 11(1)(a) refers.  
Position Statement PSFCS24 "Corporate Credit Cards" refers.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

**SUB-DELEGATE/S:**

Director, Finance & Corporate Services  
Manager, Financial Services