



## **CREDIT CARD POLICY**

### **Purpose**

To set out the requirements for the use of credit cards at Eastern & Central Community Trust ("the Trust") to ensure prudent financial management.

### **Rationale**

The Trust has determined that the use of Credit Cards for staff enables more efficient planning for community visits and is more cost effective from an administrative standpoint. Credit cards can be a convenient method of ordering and paying for goods and service transactions or to enable purchases from suppliers who won't supply without pre-payment. Credit cards can also be an efficient way to procure low value and low risk goods and services, because:

- Cardholders can purchase directly from a supplier, which reduces costs.
- Cardholders can order and receive items much more quickly – often the same day.
- Less time spent checking and authorising purchases improves efficiency. The price of the item is charged to the card. At the end of an agreed period, the Trust will receive a statement listing the purchases so that they can be verified and approved
- Cardholders who transact goods and services offsite while conducting Trust business are not out of pocket while seeking reimbursement and reimbursement processes are simplified.

### **Objective**

ECCT objective is that Trust issued credit cards should be issued rarely and in the first instance only to the General Manager and the Donation Assessors.

### **ECCT Issued Credit Cards**

The Card for the General Manager will have a maximum limit of \$5,000.

The Card for the Donation Assessors will have a maximum limit of \$2,000.

### **Types of Expenditure**

Cash Advances are not permitted on credit cards and where technically possible (i.e P-Cards), this type of transaction is to be blocked. Transaction is for business purposes only (as per the approved annual budget) no personal purchases may be made.

### **Approval of Credit Card Expenditure**

All credit cards issued require the approval of;

- Chairman in respect to the General Manager's Credit Card

- General Manager in respect to staff Credit Card's

The Administrator will hold a register of cardholders with the limits and conditions of use for each cardholder

All credit card statements are to be reconciled and signed by the employee. Expenditure will be summarised, supported by original documentation (invoices /receipts etc.) and coded by the card user with approval from the Chairman (for the General Manager) or the General Manager (for the Donation Assessors). Approvals will be verified/made against statements or by electronic web-site on-line approval systems.

### **Conditions of Credit Card Use**

Individuals issued cards will sign an agreement acknowledging conditions of use and this covering policy. Cards must not be used over the Internet unless the site is secure which is signified by the key-lock icon. Card details must not be emailed.

Card details held by the Administrator will not be distributed to other organisational users. Lost cards must be immediately reported to the issuing bank's phone hotline so that the card may be immediately cancelled. The liability to the Trust for fraudulent use of cards is limited to \$50. The cardholder may also notify the loss of the card to the Finance Department who shall arrange card replacement if appropriate.

In accepting the use of Eastern and Central Community Trust issued credit or purchasing cards staff are to sign the Terms and Conditions Form attached.

Failure to comply with the terms and conditions outlined above will result in the cancellation of the Credit Card and may lead to disciplinary action.

NB; ECCT's bank (currently Westpac) has been advised of this policy and have been provided a copy for their records.

Version/Date	1.0/29 January 2015	
History	Draft Policy Prepared	20 Jan 2015
	Final Policy Adopted	29 Jan 2015
	Revised Policy Adopted	n/a
Review Schedule	Annually or as required	

# **Eastern & Central Community Trust**

## **Credit Card**

### **Terms & Conditions for Use**

I have read and understand the ECCT Credit Card Policy and agree to the following Terms and Conditions for the use of the Credit Card provided to me by ECCT.

1. The Card is to be used strictly for Trust Expenditure.
2. For all purchases, either a GST invoice or receipt is to be obtained and provided with the credit card statement to support each item of expenditure.
3. No cash advances are allowed.

Failure to comply with these Terms and Conditions will result in the cancellation of the Credit Card and may result in disciplinary action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_