



POLICY NO:-
CP2-005 – PURCHASING CARD POLICY

GOVERNANCE INFORMATION			
Procedure Link:	N/A	Administrative Policy Link:	

ADMINISTRATION INFORMATION							
History	1	CP2-005	OCM	10/3/26	Res: 9743	Synopsis:	Policy created . .
Version:	2						

1. RESPONSIBLE DIRECTORATE

Corporate and Community Services

2. PURPOSE OR OBJECTIVE

This Policy provides a framework for the appropriate use, management and control of Purchasing Card facilities within the Shire of Collie.

The objectives of this policy are to:

- Ensure efficient and effective procurement and payment processes;
- Minimise the risk of misuse, fraud or corrupt conduct;
- Define allowable and prohibited uses of Purchasing Cards;
- Establish clear management, oversight and reporting requirements; and
- Define Cardholder responsibilities and duty of care.

3. SCOPE

This policy applies to all Council-issued Purchasing Cards, including:

- Corporate Credit Cards;
- Corporate Debit Cards; and
- Fuel Cards.

4. DEFINITIONS

Cardholder means an employee authorised by the Chief Executive Officer (CEO) to incur expenditure using a Purchasing Card.

Purchasing Card means a card facility (including credit, debit, fuel or similar cards) approved for use in lieu of cash or purchase order transactions for official Shire of Collie business.

Approving Purchasing Card Includes Corporate Credit Cards, Corporate Debit Cards and Fuel Cards.

5. POLICY

The Shire of Collie is committed to ensuring Purchasing Cards are used responsibly, transparently and in accordance with legislative and policy requirements.

Purchasing Cards provide a convenient method of procuring goods and services; however, they present financial and governance risks if not appropriately controlled. This policy establishes the framework to mitigate those risks while maintaining operational efficiency.

All Purchasing Card transactions must comply with the Shire's Procurement Policy and relevant legislation.

5.1 Responsibilities

It is expected that all employees understand their obligations under this policy, as outlined below;

Employee (Cardholder)

- Use Purchasing Cards only for authorised Shire business;
- Ensure all expenditure is within approved limits and budget;
- Obtain and retain valid tax invoices/receipts;
- Reconcile and acquit transactions within required timeframes;
- Safeguard the card and report any loss, theft or misuse immediately;
- Reimburse the Shire for any unauthorised expenditure.

Line Manager (Supervisor/Manager/Director)

- Approve and monitor Purchasing Card use within their area of responsibility;
- Ensure expenditure aligns with operational needs and budget;
- Review and sign off reconciliations and supporting documentation;
- Escalate any suspected misuse or non-compliance.

Human Resources

- Support disciplinary processes where misuse or misconduct occurs;
- Ensure awareness of policy obligations during onboarding and training.

Finance

- Maintain a register of all Purchasing Cards;
- Ensure appropriate approval and issue of cards;
- Process payments and monitor compliance;
- Report Purchasing Card transactions through financial reporting;
- Provide guidance and training to Cardholders.

5.2 Use of Purchasing Cards

Purchasing Cards may be used where they provide an efficient and practical alternative to standard procurement processes.

Use is subject to the following principles:

- Expenditure must be for official Shire business only;
- Personal use is strictly prohibited;
- Cards must not be used for cash advances;
- Transactions must comply with delegated authority limits;
- Splitting transactions to avoid limits is prohibited;
- All purchases must be supported by appropriate documentation.

5.3 Allowable Transactions

Purchasing Cards may be used for:

- Low-value or urgent purchases;
- Online or remote transactions where other methods are impractical;
- Fuel purchases (via Fuel Cards);
- Approved travel, accommodation and operational expenses.

5.4 Prohibited Transactions

Purchasing Cards must not be used for:

- Personal or private expenses;
- Cash withdrawals;
- Capital purchases (unless approved by the CEO);
- Purchases that bypass procurement requirements;
- Any expenditure not aligned with the Shire's budget or policies.

5.5 Management Oversight and Reporting

The Chief Executive Officer is responsible for the Authorisation of Cardholders.

Corporate Services are responsible for ensuring appropriate systems and controls are in place, including:

- Monitoring and auditing of transactions;
- Monthly reporting of Purchasing Card activity;
- Ensuring compliance with the Local Government Act 1995 and associated Regulations.

5.6 Misuse and Non-Compliance

Any suspected misuse of a Purchasing Card will be investigated and may result in disciplinary action.

Serious breaches, including fraudulent activity, may be referred to relevant regulatory authorities.

6. REFERENCE DOCUMENTS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Shire of Collie Policy - P2-004 - Procurement Policy

Shire of Collie Code of Conduct for Employees

Shire of Collie Delegations Register