

<b>Policy name</b>	Corporate Credit Card	<b>CEO Approved</b>	<i>Jaindullu</i>
<b>Category</b>	Corporate Services	<b>Approval date</b>	February 2019
<b>Version</b>	3	<b>Review date</b>	February 2021

### Why do we need this policy?

To ensure the ongoing monitoring and safeguarding of Identitywa's financial transactions.

### Policy Statement

Identitywa maintain two corporate credit cards – one in the name of the Chief Executive Officer and a second in the name of the Executive Manager Corporate Services. These corporate credit cards are used as a tool for the positions and for the purchase of items related to the running of Identitywa.

Corporate credit cards are only used if the purchase cannot be made by any other means or if there are substantial benefits from purchasing on a credit card.

Identitywa make the credit cards available to workers for the purchase of items that they are unable to purchase from a preferred provider. Workers who wish to make a purchase using a corporate credit card, and are not a holder of a corporate credit card, are required to abide by the accompanying procedure and complete a Corporate Credit Card Requisition form.

The person whose name is detailed on the corporate credit card is responsible for all purchases made on that credit card.

### Procedure

The corporate credit card, in the name of the Executive Manager Corporate Services, is available to workers for the purchase of items they are unable to purchase from a preferred supplier, e.g. online purchases. In the absence of the Executive Manager Corporate Services, the corporate credit card of the Chief Executive Officer may be used.

The person whose name is detailed on the corporate credit card is responsible for all purchases made on the credit card. Therefore, it is essential that all workers wishing to make a purchase on the credit card follow the procedures outlined below.

This includes the provision of supporting documentation, for each purchase required:

- Workers who are not a card holder and are wishing to make a purchase using the corporate credit care are required to:
  - complete a Corporate Credit Card Requisition form
  - attach documentation relating to the purchase including details of the items to be purchased, web address for payment to be made to, any login details required to access the shopping card, and any other relevant information for approval of payment.

- obtain an Executive Manager's signature on the form.
  - Submit the signed form and relevant documentation to the Accounts Officer.
2. The Accounts Officer:
- Makes the required payment on the Thursday of each week.
  - Forwards confirmation of the payment to the requesting worker.
  - Reconciles the purchase with the statement.

### **Other related documents**

- Corporate Credit Card Requisition Form

### **The Legal and Regulatory Requirements we have to follow**

This policy has been developed in accordance with the following:

- National Standards for Disability Services – Standard 6: Service Management.

### **Do you need to know more?**

Please contact the Policy Officer if you have any questions regarding policies, procedures and/or review details. If you would like to be involved in our policy development programme please also use the contact details below:

- Telephone: (08) 9474 3303