1. Intent
To ensure that the Commonwealth Bank Corporate Cards that have been issued to staff are utilised in an effective, efficient and appropriate manner for the making of College purchases.

2. Scope
The scope of this policy and procedure document is to provide definitive advice on the usage guidelines for those College staff that have been issued with a corporate card.

3. Objective(s)
The policy and procedure is designed to provide staff and management with clear guidelines as to the usage of issued corporate cards. It will provide the nature of expenditure, the documentation that is to be received, and the process for acquittal of such expenditure.

4. Definitions and Acronyms
CBA    Commonwealth Bank of Australia
CC    Corporate Card
GST    Goods and Services Tax
Principal   MacKillop Catholic College, Principal
Business Manager MacKillop Catholic College, Business Manager
Office Manager MacKillop Catholic College, Office Manager

A corporate card will be issued to those staff members who:
• purchase a large number of items;
• purchase from a diverse number of vendors; and
• make numerous payments via the internet.

The corporate card can be used for the following purchases:
• office equipment, office supplies and stationery;
• business travel and taxi fares;
• courier and freight delivery;
• repairs and maintenance contractors;
• training and seminar organisations;
• emergency purchases;
• subscriptions for periodicals and journals; and
• motor vehicle and bus petrol and maintenance.

The corporate card must not be used for the following purchases:
• to make cash withdrawals;
• for entertainment purposes accept where authorisation has occurred by the Principal, either verbally or in writing; and
• for personal transactions, even if it is the staff member’s intention to immediately reimburse expenses.

All new corporate cards must be requested via a written request to the Business Manager. A corporate card will be issued at the discretion of the Business Manager or the Principal.
All staff members who are issued with a corporate card must sign the CC acknowledgement form and understand the cards uses, limits and their responsibility as a holder of a CC.

The Administrative Officer is to reconcile all corporate card statements on a monthly basis. Therefore all tax invoices or charges made must be provided to the Office Manager as soon as practicable after the payment has been made. The receipt must have the corporate card holders name on the slip and the cost code that the payment will be charged to. The receipt should be placed in the credit card storage file held by the Administrative Officer.

The staff member shall obtain all appropriate supporting documentation in relation to each corporate card transaction. For GST purposes, a valid tax invoice must be obtained. For amounts less than $75 a cash register docket or receipt of some nature is suitable.

Any unauthorised use of the CC may result in the restriction of use of the CC or cancellation of the CC.

6. Supporting/Related Documents/Procedural Documentation

CBA documentation provided on receipt of corporate card.

7. Key Words

Corporate Card, monthly limits, GST.