1. **Intent**
To ensure that Corporate Cards 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 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**
- **GST**   Goods and Services Tax
- **Principal**   MacKillop Catholic College, Principal
- **Business Manager**   MacKillop Catholic College, Business Manager
- **Office Manager**   MacKillop Catholic College, Office Manager

5. **Policy and Procedure Provisions**
Corporate cards 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.

Corporate cards must not be used for the following purchases:
- to make cash withdrawals;
- for entertainment purposes except 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 staff members who are issued with a corporate card must sign the corporate card acknowledgement form and understand the cards uses, limits and their responsibility as a card holder.

The Finance and Administration Manager is to reconcile all corporate card statements on a monthly basis. Therefore all tax invoices or charges made must be provided to the Finance and Administration 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 Finance and Administration Manager.
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 corporate card may result in the restriction of use or cancellation of the card.

6. Supporting/Related Documents/Procedural Documentation

Bank documentation provided on receipt of corporate card.

7. Key Words

Corporate card, monthly limits, GST.

Policy No: 35

Approved/Rescinded:

Date: 13 AUGUST 2013

Chair - MacKillop Catholic College Board

Signature: ..........................................................