



Upper Great Southern Family Support Association Inc

Policy On
**USE OF CREDIT CARD, DEBIT
CARD & FUEL CARD**

Date Adopted: August 2010

Date Last Revised: 3rd of July 2012

Review Date: July 2013



Upper Great Southern Family Support Inc.

Policies and Procedures

Policy and Procedure: Credit Card, Debit Card and Fuel Card Use	Date of Last Review: 3rd of July 2012
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Use Credit Card, Debit Card and Fuel Card

Purpose of this Policy

It is the objective of Upper Great Southern Family Support Inc. (UGSFSA) to ensure that credit cards, debit card and fuel cards issued to staff are used correctly and are not subject to fraudulent use.

The Policy

This policy specifies the use of, eligibility, responsibilities and restrictions on the use of credit cards, debit card and fuel cards issued by UGSFSA.

Responsibilities

Management:

- The Board of Management will be provided with credit card statements at each board meeting.
- Management will monitor use of cards by employees.
- Issue cards only to approved employees and provide notification of expenditure limits.
- Ensure correct accounting, procurement and taxation practices are applied.
- Counsel and discipline employees who breach company policy and procedure.
- In the event of a Service User's personal debit card be entrusted to UGSFSA for the purpose of payment of personal expenses, management will monitor the use of the card by all staff. At any time the card can be returned to the service user or their carer at their request.
- A copy of any service user's debit card statements the organisation manages will be provided at each board meeting.

Employees:

- Employees will be accountable for expenditure and must keep cards secure while on their person.

- Report any loss or theft immediately to Management.
- Employees will be responsible for the economic use of cards that have been issued to them.
- Employees will ensure correct procedures for use of all cards issued and that all receipts for purchases are returned to Management for reconciling of accounts.

Procedures

1. Cards issued by UGSFSA are to be utilised for official organisation use for purchasing of appropriate goods and services. Cards should only be used where it is necessary to pay for goods and services immediately rather than on an established account with the supplier. For card issue use Credit Card Authorisation Form and on return of card use Fuel Card Authorisation Form. Receipts are to be attached to these forms on return to office
2. Only management approved employees will be issued with cards.
3. All expenditure incurred by employees is to be directly related to the requirements of their position and in accordance with purchasing limits and conditions.
4. Cards are to be returned to Management immediately upon termination or notification to terminate employment.
5. Monthly transaction reports are to be submitted to Management, including zero purchase months.
6. Breaches of this policy may result in termination due to serious misconduct.
7. Any purchases over \$200 need prior approval by the Chair, Vice Chair or Treasurer.

Use of Service User's personal debit cards

1. Cards are to be kept at the premises of UGSFSA in the safe at all times apart from when in use.
2. When the card is needed for use by the service user, the support assistant and/or the service user are to advise the service coordinator of the time that the card is required and the purpose of the expenditure and arrange a time to use the card.
3. The service user and/or the support assistant are to present at the office premises of UGSFSA at the arranged time to pick up the card. The support assistant and/or the service user are to sign the card out from the safe and be advised of the PIN number in order to make the purchases.
4. After the purchases have been made, the support assistant and/or the service user are to make a balance enquiry at the service users ATM, and bring this receipt back to the office after the purchases have been made. This is to allow the service coordinator to monitor the account balance of the service user and manage their budget as outlined in their service arrangements.

5. The card and the receipts are to be returned to the office of UGSFSA as soon as practicable after the purchases have been made, with the service user/support assistant to sign the card back into the safe, and advise the service coordinator about the relevant purchases.
6. The service user's PIN number will be changed regularly and at the request of the service user in order to prevent misuse of the card and the service user's finances.

Restricted Purchases

- Personal purchases or purchases for family or friends
- Purchases where an existing account with the supplier exists
- In the case of fuel cards, restricted purchases include:
 - *Anything other than* fuel, oil and/or emergency mechanical repairs for the vehicle assigned to the fuel card
 - *Not to be used for any private purchases such as* fuel, oil and/or emergency mechanical repairs for the employees personal or any non work related vehicle
- Travel or Hire Vehicles
- Payment of fines
- Capital equipment or assets such as telephones, computers, office equipment
- Purchases that don't directly relate to the organisations operations.

Note: Credit Card usage by the Chief Executive Officer is as per delegated authority issued by the Board of Management.

Chief Executive Officer has the authority to use organisational vehicle for private use and cost associated with maintaining this vehicle

Note: Breaches of this Policy will lead to disciplinary action and/or possible termination of employment.

Relevant Forms & Documentation:

Credit Card Authorisation Form

Fuel Card Authorisation Form

Service User's Personal Debit Form

REVIEW OF THE POLICY

This policy will be reviewed on an annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.