



# Credit Card Policy

<b>Policy No:</b>	DSSCorp-042
<b>Purpose:</b>	The Credit Card Policy sets out the principles that are to be applied in the management and use of Departmental Credit Cards to meet the Department's operational requirements.
<b>Category:</b>	<b>Corporate</b>
<b>Applicable to:</b>	This policy is applicable to all staff, including contractors and authorised officials.
<b>Relevant Authority:</b>	<i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act) <a href="#">Secretary's Instruction 6.5 - Commonwealth Credit Cards and Credit Vouchers</a> <a href="#">Financial Instruction 6.5 - Commonwealth Credit Cards and Credit Vouchers</a> APS Code of Conduct <a href="#">Department of Finance – Whole of Australian Government (WoAG) arrangements</a>
<b>Related Documents:</b>	<a href="#">Credit Card Procedures</a>
<b>Policy Statement:</b>	The Department is committed to ensuring that the management and use of departmental credit cards delivers the best business outcomes for both DSS and its employees and complies with the PGPA Act and associated governance arrangements.
<b>Approved by:</b>	Group Manager, Financial Services
<b>Review Date:</b>	October 2017
<b>Policy Owner:</b>	Procurement and Corporate Contracts Section Financial Management and Procurement Branch
<b>First Issued</b>	January 2013
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## 1. Introduction

This policy sets out the principles that are to be applied to the management and use of departmental credit cards for official business. All DSS staff and contractors conducting official business on behalf of the department are required to observe and comply with this policy and associated Credit Card Procedures.

## 2. Policy

The following principles are to be applied for the management and use of Corporate Credit Cards:

- The use of departmental credit cards by staff must be in accordance with the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), Secretary Instructions, Resource Management Instructions and Procurement Rules.
- The use of departmental credit cards for personal use is not acceptable. Any inappropriate use of credit cards will be viewed as a serious matter by EMG and sanctions may apply.
- There are two types of credit cards available at DSS:
  - DSS Purchasing Card (MasterCard) - to be used to pay for low value purchases of goods and services (excluding flight, accommodation and hire car travel related expenses), and
  - DSS Travel Card (Diners Club) - which must be used to pay for flights, accommodation and short term vehicle costs in accordance with the Whole of Australian Government travel arrangements. The DSS travel card may also be used to pay for taxis, parking and road tolls if required.
- Under no circumstance can departmental credit cards be used to pay for meals and incidental expenditure, with the exception of approved hospitality.
- Card holders must, to the extent practicable, make payment of invoices via credit card for amounts below \$10,000.
- Departmental credit cards may only be used to obtain cash advances where the express authority is granted by the Branch Manager, Financial Management and Procurement Branch.
- Card holders must acquit their credit card statements in iCMS by the due date specified by the Credit Card Administrator each month.

## 3. Responsibilities

### 3.1. All Staff

Credit card holders must:

- use their departmental credit card in accordance with this policy and relevant authorities associated with this policy,
- credit card holders must reconcile travel expenditure within the required monthly timeframes, and
- ensure that their credit card file is up to date and, if requested, hand over the file for auditing purposes.

National office staff must undertake training in iCMS before being issued with their departmental credit card.

### **3.2. Managers/Delegates**

Managers should ensure that their staff are aware of and comply with this policy and associated authorities that support this policy.

Verifying Officers must ensure that all submitted expenditure is verified within the monthly time frames.

## **4. Sanctions for non-compliance**

Compliance with this policy and associated procedures is mandatory for all staff.

Failure to adhere to this policy may result in disciplinary action under the APS Code of Conduct, for which available sanctions range from a reprimand to termination of employment and may also contravene provisions of the *Commonwealth Criminal Code Act 1995*.

## **5. More Information**

For more information contact the Procurement and Corporate Contracts Section, in the Financial Management and Procurement Branch on 02 6146 2918 or email [corporate.cards@dss.gov.au](mailto:corporate.cards@dss.gov.au), or visit [STAFFnet](#).