



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

# Credit Card Policy

September 2016

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## **Introduction**

Fermanagh and Omagh District Council will always encourage the purchase of goods and services and payment of suppliers in accordance with the Purchasing Policy, Purchasing Procedures and the Payment Policy of the Council. However, it is recognised that there are occasions when this will not be possible and it will be necessary to utilise alternative methods of payment.

The Council holds corporate credit cards which are only to be used in very select instances by restricted and authorised personnel and their usage will be closely monitored to ensure no misuse.

It is crucial that a clear and transparent trail of all transactions is maintained for the purpose of good governance and sound financial management.

## **1. Aim**

The purpose of this policy is to ensure good financial management and sound corporate governance is adhered to when using corporate credit cards.

## **2. Scope**

This policy will apply to employees involved in the procurement of goods and services and those involved in the administration of credit card purchases and payments.

This policy should be read in conjunction with the Council's Procurement Policy.

## **3. Objectives**

The objectives of this policy are to:

- Outline the occasions where the use of a credit card is acceptable
- Describe the procedures to be followed in departments in relation to the purchase of goods/ services using a credit card
- Describe the responsibilities of the Finance department in relation to credit card administration

## **4. Policy Responsibility**

The Director of Corporate Services and Governance has overall responsibility for the implementation and monitoring of this Policy. The Head of Finance has responsibility for the day-to-day management and administration of the Policy.

All relevant employees are expected to follow this policy and take the appropriate action to meet the aims and objectives.

## **5. Review**

This policy will be subject to scrutiny and, from time to time, updates and re-issues will be circulated.

It is anticipated that the next formal review will take place in September 2017.

## 6. Credit Card Issue, Storage and Limits

The Council holds 2 corporate credit cards.

These are held in the name of the Director of Corporate Services & Governance and the Head of Finance. It is the responsibility of the officers holding the credit cards to ensure their safe storage which must be in a secure place on council premises.

Each card will have a limit of £2,000.

## 7. Limitations of Use

The credit cards are only to be used for legitimate business expenditure in connection with official Council business.

Credit cards will not be used for cash withdrawals. Any PIN numbers supplied must be destroyed as soon as they are received.

**No personal expenditure is permitted on the corporate credit cards.** The use of a corporate credit card for personal use is a disciplinary matter.

The credit cards should only be used in the following instances:

- Booking flights or rail tickets
- Booking accommodation
- Note: Flights / rail tickets / accommodation can only be booked for Members or Council staff.
- Other exceptional circumstances:-
  - (a) if payment for the purchase cannot be processed through the normal route of electronic purchase ordering and invoice payment through the accounts payable function
  - (b) where items to be purchased will result in a considerable saving to be made (which must be demonstrated) by online purchase

## 8. Request for Purchase Procedure

All requests for purchase and payment using the credit card must be made using the Credit Card Authorisation Form (Appendix 1). This form must be completed in advance of each purchase and it must be authorised by a relevant authorising officer in line with the purchasing limits of the Council's Procurement Procedures before forwarding to a credit card holder.

Purchases can only be made from websites which offer secure payment facilities.

## **9. Finance Department Responsibilities**

On receipt of the credit card authorisation form into the Finance department, the / Director of Corporate Services/Head of Finance will approve the use of the credit card before the transaction takes place.

The finance function will carry out thorough and appropriate checks and reconciliations in line with the Council's Credit Card Procedure.

**Credit Card Authorisation Form – Request for Credit Card Payment**

Have all other methods of payment been eliminated (please explain)  
\_\_\_\_\_

Procurement Procedures followed: YES/NO (please attach copy of minute/RFQ etc)

Item to be purchased:  
(Please include any supplier product codes)  
\*For Flights please quote names as per photographic ID\*

Supplier: \_\_\_\_\_

Quantity Required: \_\_\_\_\_

Price: \_\_\_\_\_

Cost Code: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Required: \_\_\_\_\_

**CONTACT DETAILS:**  
If purchase to be made by telephone, please advise telephone number and contact name if you have already been in contact with the supplier.  
If purchase is to be made on the internet, please advise the website address.

Purchase Order Requested by: \_\_\_\_\_

Purchase Order Authorised by: \_\_\_\_\_

Finance Department credit card payment authorisation (Finance Only - must be completed before credit card payment is made)

Relevant Authorising Officer and Date \_\_\_\_\_

Date Order Placed: \_\_\_\_\_

Order Placed By: \_\_\_\_\_