



CREDIT CARD POLICY

This policy applies to all employees who are issued with a Council credit card and the following guidelines should be adhered to:

- 1 Council credit cards are to be used for business purposes and expenses.
- 2 The Finance Team should be issued with all receipts including VAT receipts, immediately.
- 3 Under no circumstances should a Council credit card be used for any personal transactions.
- 4 Any unauthorised personal transaction via the Council credit card will automatically be deducted from the employee's next salary payment or reimbursed immediately. This is an express written term of an employee's Contract of Employment.
- 5 When using the Council credit card employees are ambassadors of the Council, therefore all transactions should be dealt with courteously and professionally.
- 6 If employees are issued with a Council credit card they are responsible for its safe-keeping, ensuring that it is safe and the PIN number is secure.
- 7 If an employee loses or has the Council credit card stolen they must report this immediately to the Clerk/Council so that the credit card can be cancelled to ensure that no unauthorised user can make a transaction. They must also report it immediately to the local police station and obtain a crime reference number.
- 8 On termination of employment, the Council credit card should be handed into the Clerk/Council on their last date of employment.

SIGNATURE: _____ Employee

NAME: _____ Print

DATE: _____

Approved: Dec 2024
Review: Dec 2025