



EXCELSIA
COLLEGE
Sydney - Australia

THIS POLICY IS CURRENTLY UNDER REVIEW BY
MANAGEMENT COMMITTEE

Document Name

CORPORATE CREDIT CARD POLICY AND PROCEDURE

Document Number

GOV-PPR-FIN-04

Document Status

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Purpose and Scope

In support of Excelsia College’s internal processes to maintain the integrity of all cash and financial information, corporate credit cards are to be used to pay for online products and services.

Policy

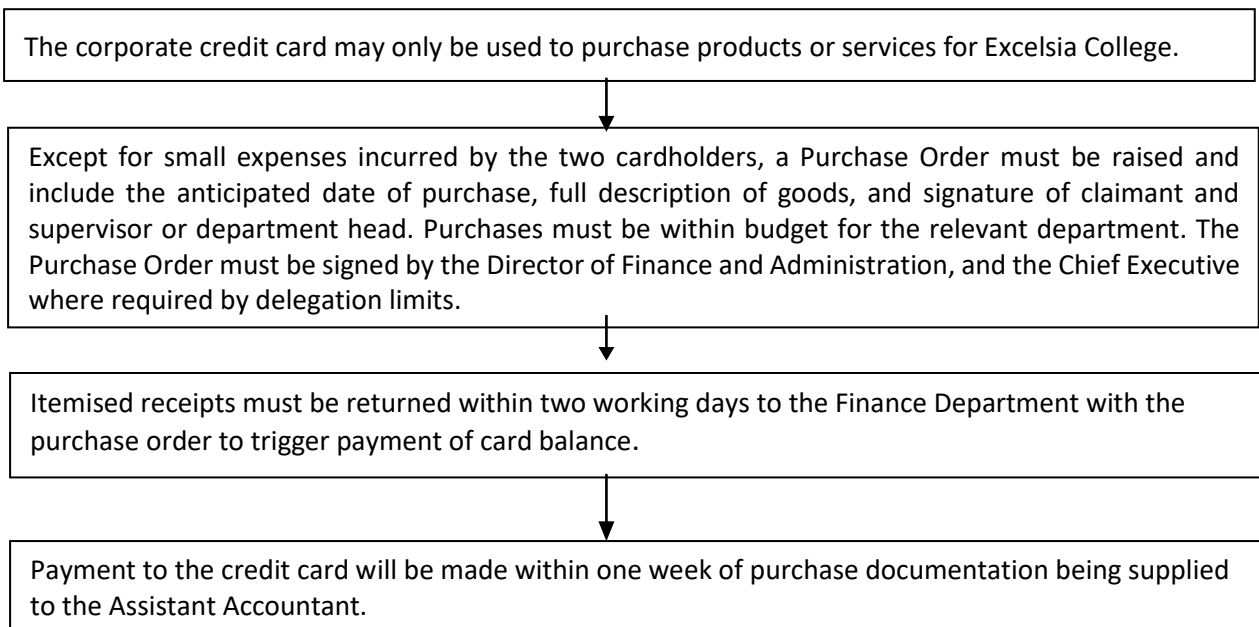
1. The corporate credit card is to be used to purchase resources for Excelsia College only.
2. The corporate credit card may only be used by Excelsia College staff.
3. Prior to purchase, all Purchase Orders must be approved the Chief Executive or Director of Finance and Administration.
4. The corporate credit card must not be used for:
 - salaries
 - loans to employees or contractors
 - payments for personal items or services.

Responsibility

The following people have a responsibility in relation to this procedure:

- Chief Executive
- Director of Finance and Administration
- Assistant Accountant

Procedure



References and Related Documents

FIN-F01 Advice of Purchase and Petty Cash Advance