



POLICY AND PROCEDURE

Policy Number: 6.26	Issue Date: 1 November 2003 Revision: 1	Page: 1 of 2
Subject: CORPORATE CREDIT CARDS		

OTHER RELATED POLICIES/DIRECTIVES

General Guidelines - MasterCard Users Guide

1. POLICY

Credit cards may be issued to staff for expenses associated with meetings only. Such expenses may include travel, accommodation and facilities hire. An Executive Manager is to approve the issue of credit cards to GRDC staff. Corporate Services personnel may, within delegation, use the credit card for expenses relating to computer equipment, software, publications and subscriptions, stationery, gifts, staff training and staff amenities etc.

All instances of departures from this policy will be reported to the Managing Director.

2. PROCEDURE

- 2.1 The relevant Executive Manager makes a recommendation in writing to the Accounts Payable officer that a corporate credit card be issued to a new or existing employee. That recommendation will include the proposed financial limit for the card.
- 2.2 The employee concerned must complete a Business Card Cardholder New Account Application (available from the Accounts Payable officer) and submit it to the Accounts Payable officer.
- 2.3 The Accounts Payable officer is responsible for seeking signed approval from the appropriate Executive Manager and bank signatories.
- 2.4 The Accounts Payable officer notifies the employee concerned that they must read, understand, and then sign the 'Conditions of Use' and read and understand Policy 6.26 (Corporate Credit Cards) and associated procedures.
- 2.5 The Accounts Payable officer issues the employee concerned with a MasterCard Users' Guide.
- 2.6 The employee concerned must submit their Business Card Cardholder New Account Application, to the appropriate Bank branch, with suitable identification (to be advised by the Accounts Payable officer).
- 2.7 The card will generally be issued to the employee concerned two to three weeks after lodging the Application.
- 2.8 Amounts charged to credit cards will be directly debited to the GRDC's bank account on a monthly basis.



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- 2.9 The Accounts Payable officer receives and distributes monthly MasterCard statements to the relevant individual cardholders, who are to promptly supply the Accounts Payable officer with the appropriate credit card sales slips and purchase documentation.
- 2.10 Items of expenditure not able to be supported by the appropriate purchase documentation must be reimbursed by the cardholder.
- 2.11 Under no circumstances are credit cards to be used for the purchase of personal items. All instances of the purchase of personal items will be reported to the Managing Director.

3. RESPONSIBILITY AND REVIEW

Executive Manager, Corporate Services

4. RELEVANT AUSTRALIAN STANDARD

AUTHORISED:

MANAGING DIRECTOR