

**CREDIT CARD, BUNNINGS CARD, FUEL CARD USE POLICY**

BETWEEN

[Registered Company Name] (the Employer)

AND

[Employee Name & Surname] (the Employee)

**CREDIT CARD, BUNNINGS CARD, FUEL CARD USE POLICY.**

This Policy must be read and signed at the time of or as reasonably possible, receiving the card acknowledging the conditions of the policy.

* **Cash advances** are not permitted unless express approval has been granted by the CFO or the General Manager.
* **Credit Card** purchases **must not exceed $400.00** without prior approval from the CFO.
* All purchases must have a Supplier Purchase receipt and a Visa receipt.
* Accommodation paid by on the Credit Card.  It is the responsibility of the Card Holder to obtain an Invoice and Visa Receipt on departure.
* Cards have been supplied for genuine business expenditure only and are not to be used for personal purchases. Persons breaching this policy may expect withdrawal of the card, disciplinary action, including possible dismissal and, for serious and willful misuse, police action. In all cases of misuse, **[Registered Company Name]** reserves the right to recover any monies from the cardholder by appropriate legal means.
* Never allow another person to use the card.
* Protect the PIN number if any.
* Purchase only within the credit limit of the card holder’s authorization.
* Notify the office immediately if the card is lost or stolen.
* The card must be returned on ceasing employment at **[Registered Company Name]** or at any time on request by the CFO or the General Manager.

* **No Assets**are to be purchased using the**Credit Card**without prior approval from the CFO.
* The Bunnings Card is for sundry/consumable items only. No tools are to be purchased unless prior approval from the Office Manager has been obtained.
* Card statement to be validated and signed by the card user.
* Detailed invoice/GST receipt supplied, reconciled and attached to statement.
* Cardholders are not allowed to approve their own expenditure.
* Where **[Registered Company Name]**has a **trade account**, then these purchases must be made in accordance with those arrangements and not charged to a card. For details of these arrangements refer to the Office Manager.
* In addition, audits will be carried out by the CFO from time to time.  In the event that these policy and procedures have not been adhered to, the cards may be cancelled. A report of findings will be directed to the cardholder’s supervisor/manager and the General Manager.

**Fuel Cards** are assigned to the vehicle and it is the responsibility of the Driver to make sure that all fuel receipts are received at the time of fill.

**All receipts must have the Job Name on the receipt or the reason for purchase.**

**Signature for prospective cardholders:**

I have read and understood this policy and agree to abide by it:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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