



## POLICY ON THE USE OF COUNCIL DEBIT / CREDIT CARD

The Council has decided to use Debit/Credit Cards as set out in Financial Regulations 6.17 and 6.19 of the Financial Regulations as adopted by the Council. This is subject to the following conditions and restrictions.

### Usage of the Card

The usage of the card is intended to permit payment to be made in circumstances where a credit account is not available to the Council or in circumstances where improved prices may be obtained compared to purchasing against a credit account. It is envisaged that most of the usage of the Card will be to facilitate Online payment for goods.

### Vouching of Payments

An invoice must be obtained to support all payments made using the card. Wherever possible a valid VAT invoice must be obtained to support the reclaim of VAT.

### Personal Use

The use of the Card to purchase items for personal use or consumption is not permitted under any circumstances. This includes use of the card to meet expenses such as food and/or accommodation unless prior written authorisation has been obtained from the Council.

### Restrictions on use

The use of this/these card(s) is subject to the following conditions;

1. The card(s) in use will be in the name of the following Officer(s) of the Council
  - a. The RFO
2. Officers shall be responsible for the safe custody and usage of any card issued in their name. They shall promptly report any apparent misuse of the card, in writing, to the Chair of the Council.
3. The maximum limit on any Credit Card shall be £5,000.
4. The maximum permitted spend on any individual transaction on the card shall be £500 as set out in Financial Regulation 6.17

## **Review and Approval**

Invoices to support expenditure made by use of a Card shall be subject to review and approval in the same manner as all other invoices as set out in Financial Regulation 5.3.

Where expenditure on Debit/Credit card has been incurred by the RFO invoices shall be subject to review and approval by the Town Clerk and Chair or vice Chair of the Resources Committee.

Transactions on the monthly card statement shall be subject to review and approval by Chair or vice Chair of the Resources Committee, such approval to be recorded by signature and date on the relevant Credit Card Statement.

Approved by:

FULL COUNCIL

Date:

Minute Reference:

DRAFT JUNE 2022