



AFP National Guideline on using corporate credit cards

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1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on disclosure of information](#).

Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on Professional Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

2. Acronyms

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| AFP | Australian Federal Police |
| FMA | Financial Management and Accountability |
| GST | goods and services tax |

3. Definitions

AFP official - means, for the purposes of this guideline, an appointee as defined in the [Australian Federal Police Act 1979](#) (Cth).

Hospitality - Hospitality and entertainment means any form of non reciprocal benefit (other than a gift or a grant) provided by the AFP or an AFP official to another organisation(s) or individual(s). Although it would be expected that some benefits would accrue to the AFP from hospitality and entertainment, those benefits are not immediate, tangible or measureable.

Private expenditure - refers to any expenditure that is the ultimate liability of an official and not the AFP.

Representation - additional areas of hospitality, entertainment or related benefits available to members of the AFP International Network which are for the purpose of facilitating contacts with law enforcement agencies of a host country and law enforcement representatives of other countries, government and civic officials and other influential people and organisations.

Representation Funds - the limit of the budget available at each AFP International Network post for representation, hospitality or related benefit.

4. Authority to create guideline

This guideline was issued by the Chief Financial Officer using power under s. 37(1) of the [Australian Federal Police Act 1979](#) (Cth) as delegated by the Commissioner under s. 69C of the Act.

5. Introduction

This guideline sets out the rules and procedures relevant to the allocation, custody and use of the ANZ Visa Corporate Credit Card for purchases by eligible staff of the AFP.

6. Application, authorisation and responsibilities of cardholders

If a corporate credit card is required AFP officials must complete a credit card [application form](#), have it authorised by a coordinator or above within their business area and forward to the Treasury team.

When completing the form, officials must identify if the card will be used for travel expenses only, or both travel and purchasing, by selecting the appropriate box. Authorisers should determine if the card should have 'purchasing' enabled, based on the applicant's expected needs and balanced against budget limits.

Approvers of credit card applications should also be aware that 'purchase' enabled credit cards can access hospitality and entertainment merchants. Cardholders must obtain separate prior approval from a relevant delegate before hospitality and entertainment expenditure can be incurred.

All cardholders must use the card in accordance with the:

- [Financial Management and Accountability Act 1997](#)(Cth)
- [Financial Management and Accountability Regulations 1997](#)(Cth)
- [AFP Commissioner's Financial Instructions](#)
- [AFP Commissioner's Order on Professional Standards \(CO2\)](#)
- [AFP National Guideline on procurement and contracting](#)
- [AFP National Guideline on hospitality and entertainment](#)
- [AFP National Guideline on travel and living away from home](#)
- AFP National Guideline on representation expenditure
- AFP National Guideline on offering gifts and benefits.

Failure to comply with this guideline and the above documents could result in suspension of the credit card and prosecution/disciplinary action.

Cardholders must:

- not transfer the card or its use (i.e. another person must not use the card)
- properly secure and store the card
- not use the card in a manner that would contravene legislative requirements, Commonwealth or AFP policy
- maintain a working knowledge of the AFP's purchasing policies and procedures.

Lost, stolen or damaged credit cards

If the card is lost or stolen, the cardholder must immediately notify the:

- credit card provider (ANZ) on:
 - (+613) 9683 7566 for Australian based cardholders
 - (+613) 9683 7042 for overseas based cardholders.
- Treasury team.

Notification will cause the card to be cancelled.

If a card is damaged, officials must cut the card diagonally and return it to the Treasury team accompanied by a completed '[Replace my card](#)' form.

7. Credit card use

The Treasury team must maintain a national register of AFP corporate credit cardholders.

When applying for a corporate credit card an official must state whether the card will be used for just travelling or travel and purchasing. Unless purchasing is requested and approved the default for all corporate cards is the travel component only. Therefore, the card holder will only be able to use the card for travel related purchases (air fares, accommodation, car hire etc.) i.e. many classes of merchants will not be enabled. If travel and purchasing is chosen then the card can be used for a variety of purchase transactions

Unless specifically varied for individual officials, default transaction limits for the ANZ Visa card are:

- Single transaction limit: \$5,000
- Monthly card limit: \$40,000
- ATM access: nil
- Over the counter cash limit: \$2,000

These limits are the default total maximum limits for all purchase transactions for each card/cardholder. To increase these limits, officials must gain approval from a National Manager.

Cardholders must request tax invoices for all purchases made with their corporate credit card and provide these tax invoices during the acquittal process.

Portable/attractive items

If the card is used to purchase portable or attractive items, the cardholder must complete an [Asset Creation Form](#) and forward it to the National Assets Team. For further information on portable and attractive items contact the National Assets Team.

Internet purchases

If goods are ordered via the internet under the terms of a Deed of Standing Offer (e.g. stationery, uniform supplies, computer equipment etc.), the internet ordering process must form part of such an arrangement.

When ordering over the internet, the following conditions must be met:

- the ordering site is secure (i.e. it should have a security key, and details of the supplier's address, telephone and facsimile numbers should be identifiable)
- the supplier will issue a tax invoice and receipt (within Australia) or a formal invoice and receipt (outside Australia)
- the payment gateway is encrypted.

Prohibited purchases

The corporate card must not be used for:

- purchasing items of a private nature
- purchasing assets with a value exceeding \$2,000 (GST exclusive). A purchase request form is required either via the automated purchasing system or manually to initiate these transactions.
- any proposed transactions where an automated or manual purchase request form has been submitted to Shared Services.

Exceptions

Certain utility providers at some overseas posts will not accept private credit cards and insist on the use of a corporate card. Where the corporate credit card is used for this purpose, the Senior Liaison Officer at post must monitor and manage this process, including:

- assessing whether private expenditure could have been transacted by other means
- reviewing statement items
- ensuring reimbursement.

Purchases exceeding \$5,000

With the exception of travel, accommodation and related expenditure, the corporate credit card should not be used for individual purchases exceeding \$5,000 (GST inclusive). Routine purchases over this amount must be evidenced through more formal contractual arrangements. At the minimum, evidence should be acceptance by the supplier of a formal purchase order. There will be other exceptions where urgent operational requirements exist. In these circumstances the reasons for exceeding this limit must be formally documented and approved by a Financial Management and Accountability Regulation 9 delegate.

Purchases must never be 'split' in order to bypass the [AFP National Guideline on procurement and contracting](#) and the [Commissioner's Financial Instructions](#) requirements to:

- raise a purchase order for purchases over \$5,000
- establish and register contracts with a value over \$10,000 (GST inclusive).

Failure to comply with the above prohibitions will result in the immediate suspension of the general purchasing capability attached to the card.

The suspension advice will be sent as an email to the official concerned (and copied to the relevant National Manager) and request reasons why the:

- guidelines were not followed
- suspension should be lifted.

The reply email must be endorsed by the relevant National Manager.

Failure to comply with these requirements may also result in prosecution/disciplinary action.

Reimbursement of accidental private purchases

If cardholders accidentally use their corporate card for private purchases, they must reimburse the AFP for the full amount within 1 working day of becoming aware of the use and no later than 1 working day after the due date for acquittal. The payment should be paid directly to the credit card via an over the counter transfer or through Australia Post.

All instances must be reported to the cardholder's supervisor and Professional Standards.

8. Delegations

Financial delegations provided by the [Financial Management and Accountability Act 1997](#) and the [Financial Management and Accountability Regulations 1997](#) are outlined in [Annexure B to the](#)

[Commissioner's Financial Instructions](#). These delegations are provided to certain officials based on band level and position title and apply to all forms of spending proposals including the:

- authority to approve spending proposals
- authority to enter into contracts, agreements or arrangements
- use of the corporate credit card
- approve expenditure or acquit transactions.

Schedule 1 of Annexure B also provides specific delegation to all AFP corporate credit card holders for purchases up to \$250 (GST inclusive).

The \$250 delegation is restricted to:

- general transport (i.e. taxis, buses, and trains separate from a travel request)
- minor stationery and office requisites (when unable to use OfficeMax or other supplies).

9. Acquittal of credit card statements

Cardholders must acquit their monthly statements within 28 days of receipt of the statement, using Spendvision.

Failure to acquit within this period may result in suspension of the card.

To acquit via Spendvision officials must:

- match their credit card statement purchases to invoices and/or vouchers
- record the acceptance of transactions in Spendvision
- mark the statement as complete
- forward the acquittal and supporting documents to their supervisor for approval.

Once approved, cardholders must:

- print the statement
- attach invoices and/or vouchers
- forward all documents, using the pre-addressed envelope, to:
Corporate Card Acquittal
Finance processing
Shared Service Centre
GPO Box 401
CANBERRA ACT 2601

Where tax invoices are not provided at the time of acquittal, the cardholder must explain why in a Minute. The cardholder's supervisor may require further explanation in a statutory declaration.

If a cardholder disputes a transaction on a statement, they must complete an 'ANZ Disputed Transactions' form available from the Treasury team or the Travel Manager.

Cardholders leaving the AFP

Before leaving the AFP, cardholders must:

advise the Treasury team of their last day of employment (in order to cancel the card as of that day, or earlier, if desired)

- acquit any outstanding transactions recorded in Spendvision
- hand all invoices/vouchers and the card to their direct supervisor.

The supervisor must then acquit all remaining outstanding transactions.

10. Further information

Queries about the content of this guideline should be referred to Team Leader Finance Governance and Policy GovernanceFinance@afp.gov.au

11. References

Legislation

- [*Australian Federal Police Act 1979*](#)
- [*Financial Management and Accountability Act 1997*](#)
- [*Financial Management and Accountability Regulations 1997*](#)

AFP governance

- [AFP Commissioner's Order on Professional Standards \(CO2\)](#)
- [Commissioner's Financial Instructions](#) (previously CO 4)
- [AFP National Guideline on procurement and contracting](#)
- [AFP National Guideline on hospitality and entertainment](#)
- [AFP National Guideline on travel and living away from home](#)
- AFP National Guideline on representation expenditure
- AFP National Guideline on offering gifts and benefits