



## Standard 4.01 - Corporate Credit Card

### 1. Application

This Standard applies to all Directors, employees and Contractors of NQBP.

This Standard details the governing principles applicable to the issue and use of the NQBP Corporate Credit Cards to employees of North Queensland Bulk Ports. The Guideline should be read in conjunction with the Corporate Credit Card Procedure.

### 2. Standard

- 2.1 NQBP Corporate Credit Cards are to be used **ONLY** for the purchases of goods and services for official NQBP purposes.
- 2.2 Reasonable limits are to be set on individual and monthly transaction activities based on the proposed use of the NQBP Corporate Credit Card.
- 2.3 NQBP's financial instrument of delegation must be adhered to at all times.
- 2.4 Under NO circumstances should transactions be split to avoid individual transaction limits applied to the card. If the cardholder considers that the transaction limits are insufficient to cater for their business needs, a request to increase the limit should be made to the CFO for due consideration.
- 2.5 At NO time shall NQBP credit cards be used for personal expenses.
- 2.6 The cardholder should not provide details of their NQBP Corporate Credit Card to any other person to use on their behalf.
- 2.7 At NO time shall NQBP credit cards be used to obtain cash advances.
- 2.8 The cardholder is responsible to ensure tax invoices are obtained for all purchases made with their NQBP Corporate Credit Card.
- 2.9 The cardholder is responsible to ensure tax invoices are retained and reconciled with the credit card statement each month and provided to their manager/supervisor, within five (5) business days of receiving the statement.
- 2.10 NQBP Corporate Credit Cards shall always be utilised in accordance with the Conditions of Use issued by the issuing financial institution (currently Commonwealth Bank of Australia).
- 2.11 NQBP Corporate Credit Card must be securely stored when not in use (e.g. cards are NOT to be left in vehicles etc).
- 2.12 The cardholder shall immediately advise the issuing financial institution should the card be lost. The cardholder shall also advise Finance as soon as practicable in the event a NQBP Corporate Credit Card is lost.

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2.13 Disputed transactions are to be reported immediately and subsequent action by CBA must be followed up and finalised.

### **Acknowledgement**

When a corporate credit card is provided to a NQBP employee, the card holder will confirm, by completing the attached Appendix A; that they have read and will adhere to the policies, guidelines and procedures governing the use of corporate credit cards.

### **3. Compliance Policy, Procedure, Standard and Legislative Framework**

NQBP is a Government Owned Corporation and port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This procedure should be read in conjunction with:

- Policy 4 – Finance Policy
- Corporate Card Procedure
- Travel Standard and Procedure
- Expense Reimbursement Procedure
- Procurement Policy, Standards, Guidelines and Procedure

### **4. Policy Review Date**

This Guideline should be reviewed by 30 June 2018.

### **5. Definitions**

**NQBP:** means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

**Contractors:** means Contractors or consultants engaged by NQBP under a personal services consultancy agreement or other similar arrangements.

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**APPENDIX A**

**CONFIRMATION OF CONDITIONS OF USE OF NQBP CORPORATE CARD**

To: CFO, North Queensland Bulk Ports Corporation Limited

From: [Card holder's name]

In respect of the NQBP Corporate Card issued to me by the Commonwealth Bank of Australia, I confirm my understanding of the following conditions associated with the use the card:

1. I am required to take strict care over the custody and use of the NQBP Corporate Card at all times;
2. I will use the Corporate Card in accordance with NQBP's Corporate Card Guideline and Procedures and will not use it, nor permit it to be used, for other than official NQBP purposes;
3. I will not use the Corporate Card to obtain cash;
4. I acknowledge the monthly limit of my accumulative transactions amounting to \$.....
5. I acknowledge the limit of a single transaction I may execute amounting to \$.....
6. I acknowledge the requirements of NQBP's purchasing and expense procedures, financial delegations and other policies apply;
7. I will ensure my monthly statements are reconciled and coded appropriately prior to authorisation by my manager/supervisor;
8. I will ensure all tax invoices, authorised statement, and supporting documentation are sent to the Financial Officer within three weeks of month end;
9. If the Corporate Card is lost or stolen I will immediately inform the Financial Controller on (07) 3011 7923 or contact the Commonwealth Bank on 132221;
10. Upon the cessation of my employment in my current position, I will return the Corporate Card promptly to Financial Controller;
11. I will return the Corporate Card promptly to the Financial Controller upon request;
12. If I misuse the Corporate Card (i.e. use it otherwise than in accordance with the Corporate Card Policy and Procedures) disciplinary action may be taken by NQBP including dismissal from employment and/or proceedings may be instituted against me under State Laws and if found guilty, I may be liable for a fine, imprisonment, or both;
13. I acknowledge that I have read and understood the above conditions and NQBP Guideline and Procedures governing the issue and use of the Corporate Card in my name.

Corporate Credit Card Number	
Signature of Cardholder	
Cardholders Name	
Date of Card Issue	/ /

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**APPENDIX B**  
**CARDHOLDER MANAGER/SUPERVISOR RESPONSIBILITIES**

Managers/supervisors of NQBP staff issued with Corporate Credit Cards have the following responsibilities:

1. Reviewing the transactions to ensure that **ONLY** business related transactions have been charged to the card;
2. Ensure that tax invoices are attached for all transactions, OR a Statutory Declaration is included for any missing invoices;
3. Ensure that other required documentation (quotes, manager authorisations, entertainment expense form etc) is attached for all transactions;
4. Review appropriateness of coding (e.g. Port, Dept, Job & Task);
5. Ensure that all cardholders provide their reconciled monthly statements, including 'nil' returns in a timely manner; and
6. Ensure that employees who leave the organisation return their card and provide tax invoices etc for transactions incurred prior to their departure.

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