



MAHI MIHINARE
ANGLICAN ACTION

CREDIT CARD AND CHARGE CARD POLICY

Category:	Finance
Last Review Date:	August 2020
Next Review Date:	November 2023
Endorsed by:	The Anglican Action Missioner
Approved by:	The Anglican Action Mission Trust Board

Purpose

The purpose of this policy is to ensure Anglican Action procurement costs are minimised by placing both the authority to buy and the means to pay for low value goods or services or capital purchases with authorised staff members. This expedites small value purchases, reduces the reliance on staff reimbursements and reduces the number of small payment transactions processed through the Accounts Administrator.

Statement

Anglican Action recognises the need for authorised staff to have access to agency Credit Cards and Charge Cards for agency purposes.

Scope

This policy applies to all staff members of Anglican Action who have been approved to use an agency credit card or charge card for agency purposes.

Definitions

Agency	Agency means the Employer or Staff member as applicable.
Agency Purposes	Agency purposes means any activity that a staff member is expected to undertake during the course of their work.

Credit Card / Charge Card	Credit Card and Charge Card refer to any credit card, charge card or store card in the name of Anglican Action (the Anglican Action Mission Trust), including those for the use of stationery, fuel, groceries, trade and any others.
Employer	Employer means 'The Anglican Action Mission Trust Board', referred to as 'Anglican Action' or 'The Mission' in this policy.
Staff member	Staff member means all employees (permanent, fixed-term, or casual), consultants, contractors, service providers, students, and volunteers engaged by the Mission.

Policy

1. Cards will be issued to staff members with agreed limits and limits on the type of transactions that may be used.
2. Cards must be kept safe and secure at all times, including keeping any PIN safe and secure.
3. Cards must not be used over the internet unless the site is secure (key-lock icon).
4. Lost cards must be reported immediately to the issuer and to Anglican Action management.
5. Vehicle fuel cards are only to be used for the purchase of fuel for agency vehicles. Mileage is to be entered at the point of transaction for monitoring purposes.
6. Breach of use of the credit card or charge card may result in disciplinary action. The matter may also be referred to the police.
7. Card holder must keep a record of receipts for all purchases made on the card. The Finance Manager will check online from time to time all credit card transactions and will review the monthly statements to ensure compliance.
8. Cards may be used to:
 - a. Purchase goods and services for approved business purposes only
 - b. Purchase goods and services in New Zealand and overseas
 - c. Purchase goods and services from suppliers who require pre-payment.
9. Cards are not to be used for:
 - a. Personal purchases
 - b. Unauthorised cash withdrawal
 - c. Personal gifts and koha
 - d. Purchasing items without an adequate GST receipt and / or proof of purchase.
10. Upon the resignation of an employee, or request of the Missioner, cards must be returned.

Key Accountabilities & Responsibilities

Person / Party	Responsibilities
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Governance	Review policy every two years or as required
Management	Ensure that staff members are aware of this policy and processes
Leadership	Ensure that staff members are aware of this policy and processes
Staff	Have access to this policy and understand their obligations

Related Policies, Legislation, Regulations and Documents

- Anglican Action Code of Conduct
- Vehicle Use Policy