

Company Debit Card/Hardware Store Card Policy

POLICY STATEMENT

The purpose of the Company Debit Card / Hardware Store Card is to streamline processes and improve efficiency in relation to the receipt of goods and services, payment to suppliers and to support staff who travel on behalf of the company.

GUIDELINES

The company may issue a Company Debit card / Hardware Store Card to applicants who meet all the following criteria. The applicant must:

- be an ongoing or fixed term employee of the Company;
- occupy a position that has a regular and demonstrated need to purchase goods/services;
- be willing to accept and abide by the conditions of use as stated in the company's application form and the debit card providers application form and comply with relevant company policies and procedures; and

Cardholders must not use their company Debit card / Hardware Store card for:

- personal expenditure
- purchases which may be put on account for Head Office to pay.
- contractor payments
- purchase of items which the company would normally provide via it's centralised ordering system.
- the payment of fines
- cash advances, over-the-counter cash withdrawals, ATM transactions or the purchase of bank cheques, travelers' cheques or foreign currency.

Expenses over \$100 paid using a Company Debit card / Hardware Store card must be approved by the relevant Line Manager.

Only the employee whose name appears on the Debit card / Hardware Store card is authorised to use the card.

Cardholders must ensure that their corporate debit card is reconciled within two weeks following the end of the statement period and that appropriate documentation, including tax invoices, is provided.

The Company reserves the right to recover from the cardholder any expenses charged to a company Debit card / Hardware Store card should a cardholder fail to reconcile the card in a timely fashion, repeatedly fail to provide tax invoices to support reconciliation or act in contravention of any part of this policy.

The Company reserves the right to suspend a company Debit card / Hardware Store card should a cardholder fail to reconcile the card in a timely fashion, repeatedly fail to provide tax invoices to support reconciliation or act in contravention of any part of this policy.

IMPLEMENTATION and REVIEW

Policy to be fully implemented on April 28, 2014. Policy to be reviewed on April 28, 2015.

AUTHORISED BY



(Signature)
MICHAEL HANDA
GENERAL MANAGER
28/04/2014

