

## Corporate Credit Card

- 3.30 Ministerial Services issues:
- a BNZ Visa card (with expenditure limits as agreed by GM EGS)
- 3.31 When an office makes application, Ministerial Services arranges for corporate credit cards to be issued to Ministers and selected staff for official expenditure. Unless an emergency, use of staff credit cards for other expenditure should not occur without prior approval of the AGM.
- 3.32 Use of a credit card for personal expenditure (regardless of the intent to reimburse) is not permitted. If inadvertent use for personal expenditure occurs reimbursement is to be made at the earliest opportunity
- 3.33 The cardholder must:
- obtain a tax invoice/receipt for all purchases
  - complete a credit card reconciliation form promptly after each use of the card
  - attach original tax invoices to the reconciliation form
  - attach original signed credit card slips (counterfoils) to the reconciliation form
  - include the reason for and explanation of the expenditure on the reconciliation form, especially where no receipt is available
  - sign the reconciliation form
  - not exceed the credit card limit (if applicable).
- 3.34 The Senior Private Secretary should certify all credit card reconciliation forms.
- 3.35 An example of the credit card reconciliation form is in **Appendix 3D**.
- 3.36 Safeguarding cards against loss or theft is the personal responsibility of the individual to whom the card is issued. As a protective measure, cardholders are strongly encouraged to arrange for storage of credit cards in Ministerial Office safes, when not in use. Alternatively, cards may also be deposited in the Ministerial Services safe, under the control of the EGS Finance team.
- 3.37 The cardholder must report a lost credit card as soon as possible to:
- Ministerial Services during normal working hours
  - the credit card supplier (BNZ Visa) outside normal working hours and then advise Ministerial Services.

- 3.38 Only the authorised cardholder may use the credit card. Use of a credit card by other persons is fraud.
- 3.39 SPS's are responsible for the collection and reconciliation of outstanding credit card issues of staff leaving their offices.

Proactively released by the  
Department of Internal Affairs

## MINISTERIAL SERVICES CORPORATE CREDIT CARD RECONCILIATION FORM

Cardholder's Name:

**\* If this claim includes Meals for a group of people or a Ministerial Function the names/organisation of guests are to be included**  
**Claims should be made in accordance with the Ministerial Office Handbook, Chapter 3, Ministerial Office Expenditure and the Executive Travel, Accommodation, Attendance, and Communications Services Determination (No 2) 2009**

**NOTE: ORIGINAL SALES VOUCHERS MUST BE ATTACHED**

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|  | <b>TOTAL:</b> | - |

I certify that to the best of my knowledge and belief the foregoing official expenditure is true and correct. I certify that I am satisfied that this claim is made in accordance with the Ministerial Determination

Codes:

\_\_\_\_\_  
 (Signature of Cardholder)     Date    /   /

\_\_\_\_\_  
 (Senior Private Secretary)     Date    /   /

28/07/2010