



MATATIELE

LOCAL MUNICIPALITY

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Credit Card Policy

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Municipal Manager

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Mayor

INDEX

	<u>Page</u>
<u>PART 1:</u> OBJECTIVE	2
<u>PART 2:</u> GUIDELINES	2
<u>PART 3:</u> AUTHORISED USERS	2
<u>PART 4:</u> MONTHLY LIMITS	2

1. OBJECTIVE

The objective of the policy is to describe the conditions and methods relating to the use of Credit Cards by office bearers of the municipality.

2. GUIDELINES

- 2.1. Credit cards can only be utilised when normal payment methods or processes can not effect the required payment;
- 2.2. All purchases or payments must be incurred in the line of duty on behalf of the municipality, and no private purchases are allowed;
- 2.3. All Fuel purchases made with the municipal Garage card will be for an official vehicle only.

3. AUTHORISED USERS

The only office bearers that will be authorised to incur expenses on behalf of the municipality by using a Credit card or Garage card will be the Municipal Manager, Chief Financial Officer and the Mayor.

4. MONTHLY LIMITS

All expenditure will be limited to the following levels per month:

- 4.1. Municipal Manager and Chief Financial Officer – R20,000 per month (Inclusive of Value Added Tax); and
- 4.2. Mayor – R10,000 per month (Inclusive of Value Added Tax) on a Credit card and R10,000 per month on a Garage card.