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# MATATIELE LOCAL MUNICIPALITY

## CREDIT CARD POLICY

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## 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.