



CREDIT CARD USAGE GUIDELINES AND PROCEDURES

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INTRODUCTION

The Credit Card Usage Guidelines and Procedures are intended to establish procedures and guidelines for the use of corporate credit cards by GEPF management and employees.

SCOPE OF GUIDELINES AND PROCEDURES

The Credit Card Usage Guidelines and Procedures apply to GEPF employees.

MAIN GUIDELINES

The aim of these guidelines and procedures is to promote responsible use and management of corporate credit cards.

1. GENERAL POLICY GUIDELINES AND PROCEDURES

- 1.1. The corporate credit card will be issued in the name and benefit of the GEPF only and not for individual employees;
- 1.2. The corporate credit card will be the responsibility of the Finance Manager.
- 1.3. Credit Card statements will be made available to the Head of Corporate services, PEO, Finance Manager and Financial Accountant directly from the bank.
- 1.4. Procurement of office equipment and consumables will be restricted to a maximum of R30,000 per transaction in line with the SCM Policy thresholds for transactions requiring three competitive quotations.
 - 1.3.1 Competitive prices must be obtained from the approved list of suppliers prior to purchase and proof of price comparison must be retained to support the cheapest price;
- 1.5. A purchase requisition must always be completed and duly approved prior to procurement using a corporate credit card, provided it's in line with the applicable delegation of authority.

2. ALLOWABLE TRANSACTIONS

The corporate credit card will only be used for the following types of transactions provided for within the annual budget:

2.1 International conferences/ workshops attendance fees

All fees related to international conferences/ workshops that may need to be incurred by GEPP can be classified as follows:

2.1.1 Registration fees

2.1.2 Travel and Accommodation (in case of emergency)

2.3. Local and foreign membership fees

All fees related to local and foreign membership fees included in approved membership schedule

2.3 Office Equipment and Consumables

Office consumables can be classified as follows:

2.2.1 Office stationery

2.2.2 Office refreshments

2.2.3 Office equipment (e.g. digital camera, microwave oven)

2.2.4 Basic ICT equipment/ accessories, software maintenance and support and subscription (e.g. desktop printer) Excluding computer equipment up to R5,000)

2.2.5 Company car related costs (e.g maintenance, tyres)

3. PAYMENT OF CREDIT CARD

The bank will be instructed to activate an automatic debit order from the main bank account of the GEPF to settle the credit card in full on statement close date.