**Purpose**

To ensure all WHN staff understands how the Corporate Credit Card system operates.

**Procedure**

An agreement will be signed by the cardholder and WHN, which sets out the cardholder’s responsibilities and legal obligations when using the Corporate Credit Card.

Corporate Credit Cards shall only be used for purchasing goods and services on behalf of WHN. Corporate Credit Cards shall not be transferred to other users.

Fly Buys and other reward schemes attached to the corporate cards and purchases made with them will remain the property of WHN.

Surrendered Corporate Credit Cards will be destroyed immediately.

A Corporate Credit Card shall not be used for cash withdrawals.

Cardholders will confirm but not approve expenditure incurred on their own Corporate Credit Cards.

In the event that a cardholder fails to comply with the above guidelines and the detailed policy below, it could provide grounds for dismissal.

A Corporate Credit Card register is to be maintained if Corporate Credit Cards are issued to staff in addition to the card issued to the Chief Executive Officer.

**Cease Employment**

Should the holder of a card give notice or cease employment with WHN, the card is to be returned to WHN with any sales dockets.

Should the card holder be moved to a position where a card is not required, the card is to be returned to WHN.

**Loss of Card**

Should a cardholder lose or misplace a card, they are to immediately advise the Finance Manager and the card provider to cancel the card.

The cardholder is responsible for cancelling the card with the card provider following procedures laid down when the card is issued.

**Personal Use of Card**

At no time is the Corporate Credit Card to be used for personal purchases.

**Payment of Card Accounts**

The accounts team is responsible for reconciling the Corporate Credit Card Bank Statement against purchases over the previous month. Payment of the Corporate Credit Card is via Direct Debit on a monthly basis.