

MASILONYANA LOCAL MUNICIPALITY



MASILONYANA

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
LEKGOTLA LA MOTSE

POLICY FOR THE USE OF BUSINESS CREDIT CARDS

The following are terms/conditions of issuing credit cards of MLM

1. Credit cards will be issued to the following officials and office bearers:-

Mayor
Speaker
Municipal Manager

2. The credit cards will have fixed credit limits as approved under the delegated powers of the council.
3. The credit card may only be used for official entertainment, accommodation and travel expenses.
4. An agreement must be signed by the holder of the credit card, accepting the following conditions:-
 - Keeping within the approved limit of the credit card.
 - The credit card may not be used for private purposes.
 - That invoices be obtained for all payments and submitting it to the Finance Department timeously.
 - The credit card must be returned without delay if the holder vacates his/her position for any reason.
 - Not authorizing any other person to use the credit card.
5. The attached summary must be completed and certified by the holder of the credit card. All payment vouchers must be attached to the summary and returned to the Finance Department within seven days after the end of the month in which the payments were made.

SUMMARY OF PAYMENTS – BUSINESS CREDIT CARD

CREDIT CARD NUMBER: _____

NAME: _____

MONTH: _____

The following proof of credit card payment is hereby attached:

SUPPLIER	PURPOSE	AMOUNT	VOTE NUMBER

The abovementioned amounts are hereby certified as Officials expenses and may be charged against the availability as provided on the budget of the Masilonyana Local Municipality.

SIGNATURE OF CREDIT CARD HOLDER

DATE

MEMORANDUM OF AGREEMENT

FOR OFFICIAL CREDIT CARD USAGE

Entered into by and between

Masilonyana Local Municipality

And

MEMORANDUM OF AGREEMENT FOR OFFICIAL CREDIT CARD USAGE

6. PARTIES

MASILONYANA LOCAL MUNICIPALITY, herein represented by

_____ in his/her capacity as _____, duly authorized thereto.

(hereafter "the Municipality")

And

_____, in his capacity as _____ of the Municipality.

(hereinafter "the user")

The parties as set out in 1.1 and 1.2 above hereby record their agreement in writing.

7. RECORDING

It is recorded that:-

- 7.1 the municipality has adopted a Credit Card Usage Policy for the use of a credit card by its Mayor, Speaker and Municipal Manager in their official capacity and for official purpose;
- 7.2 the policy provides that an agreement must be concluded between the Municipality and each one of the above persons to the effect that credit card will be used by the user only for official entertainment and accommodation expenses, subject to certain conditions,
- 7.2 the parties hereby agree to conclude an agreement on the terms and conditions contained herein.

8. ISSUING OF CREDIT CARD

- 8.1 A credit card shall be issued by the Chief Finance Officer or his/her delegate, to the user on or before _____, _____, 200__ ("the commencement date") for the following purpose connected to the position of the user:
 - 8.2 Entertainment in official capacity;
 - 8.3 Accommodation for official purposes
 - 8.4 Travel expenses for official purposes.
- 8.5 Official entertainment and accommodation expenditure shall only be incurred in accordance with the approved Credit Card usage policy.

9. CREDIT CARD USAGE

- 9.1 All credit card expenditure shall be incurred within the fixed credit card expenditure approved under the delegated powers of council.
- 9.2 The credit card shall only be used for the purposes mentioned in clause 3 above.
- 9.3 The credit card shall under no circumstances be used for private purposes or any other purposes not mentioned in clause 3 above.
- 9.4 No other person shall for any reason use the credit card issued to the user.
- 9.5 The user shall also provide the Chief Finance Officer, or his/her delegate, with a summary of all purchases and expenditure where the credit card was used for official purposes. The summary must be provided within seven days after the end of every month in which the payments were made. The official summary form of the council, of which a copy is attached as Annexure B, shall

be used, and all slips and receipts for the expenditure mentioned in the summary, shall be attached to the summary form.

- 9.6 The user undertakes not exceed the fixed credit card expenditure limits decided and approved by council in respect to the appropriate expenditure vote in the budget.
- 9.7 The user shall return the credit card to the Chief Finance Officer, or his/her delegate, without delay in the event that the user vacates his/her position for any reason whatsoever.

10. DEDUCTION FROM SALARY

10.1 The parties agrees that:

- 10.2 in the event that the relevant slips, receipts and summary forms related to the credit card usage, have not been provided by the user to the Chief Finance Officer, or his/her delegate, as mentioned in 4.5 above, or
- 10.3 in the event that the credit card has been used by the user for private purposes or any other reason not mentioned in this agreement, or
- 10.4 in the event that the user has contravened any provision in this agreement, then the expenditure related to the specific contravention of this agreement shall be deducted from the user's monthly salary.

11. WHOLE AGREEMENT

- 11.1 This agreement constitutes the whole of the agreement between the parties with effect from the commencement date, and it supersedes all previous agreements and arrangements relating to the subject matter.
- 11.2 This agreement therefore constitutes the sole agreement between the parties and no representation not contained herein shall be of any force between the parties.

12. VARIATIONS NOT EFFECTIVE UNLESS IN WRITING

No variation, modification or waiver of any provision of this agreement, or consent to any departure there from, shall in any way be of any force or effect unless confirmed in writing and signed by both the parties. Such variation, modification, waiver or consent shall be effective only in the specific instance and for the purpose and to the extent for which it was made or given.

Thus done and signed at _____ on this _____ day of _____ 200__

As witnesses:-

1. _____

MUNICIPALITY

2. _____

Particulars of signatory who warrants that
he has been authorized thereto

Thus done and signed at _____ on this _____ day of _____ 200__

As witnesses:-

1. _____

USER

2. _____

