

# Purchase Card Policy Directive

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# Purchase Card Policy Directive

## 1. Policy Statement

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The objective of this Policy Directive is to ensure SA Health:

- has a governance framework for purchase cards that provides accountability and transparency for the approval, issuing, use, monitoring and management of purchase cards across SA Health and complies with State government requirements
- has efficient purchase card management and processing whilst meeting all legal, financial, auditing and other business requirements
- has appropriate records management relating to purchase cards that meets the needs of all stakeholders including, cardholders, account holders, accounts payable staff, the Australian Taxation Office (ATO), SA Health Internal Audit, external auditors and the purchase card provider

Furthermore, the objective of this Policy Directive is to ensure that:

- employees comply with Treasurer's Instruction 8 Financial Authorisations and *Treasurer's Instruction 12 Government Purchase Cards and Stored Value Cards* with respect to employees
- the Minister for Health and Wellbeing and any Ministerial Officers entitled to have purchase cards comply with *Treasurer's Instruction 13 Expenditure Incurred by Ministers and Ministerial Staff* and adhere to the same administration requirements and processes as for those associated with purchase cards issued to SA Health employees except where otherwise indicated

The key principles for the management and operation of purchase cards include:

- the issue of a purchase card requires approval by the appropriate delegate
- purchase cards can only be issued to SA Health employees, Ministers and certain Ministerial Officer positions and are only to be used by that person for official SA Health or Ministerial business
- purchase cards are only to be issued on the basis of business needs and due consideration is to be given to those needs in determining transaction and account limits by the approving delegate
- purchase cards will be issued with a standard \$2000 transaction limit and \$5,000 account limit, unless written justification, based on business needs, is provided and approved.
- Ministerial purchase cards will have the transaction limit and account limit determined by the relevant Minister, as appropriate
- the purchase card administrator must maintain a register of purchase cards
- purchase cards must be used in accordance with the requirements in this Policy Directive
- the cardholder must keep the relevant receipt and invoice documentation related to transactions
- monthly reconciliation must be undertaken by the cardholder and approved by the appropriate delegate
- temporary limit changes must be monitored to ensure reversion to the required permanent limit
- purchase cards are not to be used to circumvent any other mandated policies or procurement requirements or limits and cannot be used to split transaction amounts

Additionally, the cardholder

- is responsible for the safe custody and use of the card at all times. There are particular requirements regarding use and custody for Ministerial purchase cards contained in *Treasurer's Instruction 13 Expenditure Incurred by Ministers and Ministerial Staff* which must be adhered to by Ministers and Ministerial Officers
- is to ensure they obtain the relevant [ANZ Commercial Cards Terms and Conditions](#) relating to purchase cards when applying for a new account
- must abide by the ANZ terms and conditions and other requirements as set out in the [SA Health Purchase Card New Card or Limit Amendment Agreement and Acknowledgment](#) form
- must complete the [SA Health Purchase Card Notice of Cancellation and Destruction](#) form when a card is to be cancelled

## 2. Roles and Responsibilities

This Policy Directive applies to all SA Health employees, including those in SA Ambulance Service (SAAS), Local Health Networks (LHNs), Statewide Clinical Support Services (SCSS) and the Department for Health and Wellbeing (DHW).

This Policy Directive applies to the Minister for Health and Wellbeing and Ministerial Officers entitled to a purchase card.

The role of the purchase card administrators, including the Purchase Card Officer, Shared Services SA (SSSA), LHN, SAAS and SCSS staff who deal with purchase card administration for SA Health is also described.

This Policy Directive does not cover particular expense management systems that may exist at different sites, however, any respective policies and processes related to site specific expense management systems must also be adhered to.

Responsibilities throughout SA Health are varied for purchase cards. Generally, certain responsibilities lie with the:

- authorising delegate who has the authority to approve the use/issue of purchase cards
- cardholder who has the authority to use a purchase card
- authorising delegate who has the authority to approve purchase card reconciliation certifications
- purchase card administrators who perform functions associated with the processing of purchase cards

### 2.1 Approver of the Purchase Card

The delegate who authorises the approval of a purchase card is responsible for determination of the transaction limits and the monthly account limit and the approval of any related justification, if required.

In approving a purchase card request, the delegate is sub-delegating the three required procurement, contract and payments authorisations contained in the *Authority to Use a Purchase Card* to the cardholder's position and therefore needs to be:

- comfortable with allowing the employee to operate a purchase card
- satisfied that the purchase card is required for business reasons
- satisfied that the limits established are commensurate with the above considerations

## 2.2 Cardholder

The cardholder is responsible for:

- abiding by all terms and conditions related to the purchase card account
- adhering to departmental and across-government policies regarding procurement and purchasing and any other related policies that may apply to the use of purchase cards
- obtaining a receipt or tax invoice at the point of transaction (for an explanation of receipt and invoice requirements and amount thresholds refer to section 3.15.3 Receipts and Valid Tax Invoices) or obtaining a receipt for purchases made outside of Australia
- completing any FBT declarations, as required, for meals and entertainment or any other transactions that are of potential fringe benefit/s
- reconciling the statement in accordance with procedures (unless this activity is performed by an alternate reconciler) by checking that purchases are correctly recorded on the statement (physical or online statement) by cross checking the transactions detailed on the statement to the supporting documentary evidence held (tax receipts/invoices and any required prior approvals)
- certifying monthly statements as being correct either on the statement copy or the summary expenditure sheet or document control report (as applicable to the relevant automated or manual expense management system)
- completing the statement reconciliation each month within the designated timeframe after receipt of the statement (for the Department for Health and Wellbeing, submissions are required within 14 days of receipt of the monthly statement and for Local Health Networks and SA Ambulance Service other designated timeframes may apply)
- requesting the certification of the reconciliation of the statement to ensure the statement is returned within the local designated timeframe
- highlighting disputed transactions on the statement, liaising with the ANZ and managing until resolution
- recording the appropriate General Ledger Journal Account code for every transaction (unless this activity is performed by an alternate reconciler)
- forwarding statements or appropriate system report with respective documentation to the delegate for approval of the statement reconciliation certification
- immediately reporting lost or stolen cards or suspected fraudulent transactions
- surrendering the card and completing a SA Health Purchase Card Notice of Cancellation and Destruction form when a card requires cancellation (for whatever reason)
- destruction and disposal of their expired purchase card

## 2.3 Officer Who Approves Statement Reconciliation Certifications

Delegates approving statement reconciliation certifications are responsible for:

- ensuring that transactions are SA Health business purchases only and that they are valid and according to business need
- ensuring employees have completed the relevant Fringe Benefit/s declaration, as required (e.g. for meals and entertainment or any other transactions that are of potential fringe benefit/s)
- identifying any unusual transactions and taking appropriate action as applicable
- ensuring that transactions have appropriate documentation attached to substantiate each transaction
- ensuring that General Ledger Account and tax codes are correct
- ensuring the correct cost centre and tax treatment is applied
- hard copy and in-system approval of statements, as required
- sending a signed copy of the reconciliation statement with the original supporting documentation to the purchase card administrator each month within the local designated timeframes, and

- in the absence of the purchase cardholder, authorising officers can certify that the transactions on statements of their employees as being true and correct provided the appropriate evidentiary documentation is present

## 2.4 Purchase Card Administrator

As purchase card administrators, the designated LHN, SAAS or SCSS staff or the allocated SSSA Purchase Card Officer (for the Department for Health and Wellbeing) are responsible for:

- checking that the purchase card transaction limit is within the approver's *Authority to Approve the Use of a Purchase Card* authorisation when dealing with new accounts or transaction limit changes
- finalising applications for new accounts and arranging new accounts with ANZ
- establishing new cardholders on any relevant systems as required (e.g. automated systems such as ProMaster or e-crow or manual expense management system processes)
- arranging changes to transaction and/or account limits with ANZ
- arranging changes to the account details (for example, change of name)
- entering data into and maintaining the Purchase Card Register for site
- monitoring accounts to ensure that any temporary changes are enacted within timeframes and finalised when and as required
- uploading statements, to relevant systems (e.g. e-crow), as required
- distributing statements to cardholders, as required
- retaining physical copies of purchase card account statements and accompanying evidentiary documentation for reference and audit purposes (Note that this is the responsibility of Corporate Services for the Southern Adelaide Local Health Network)
- managing cancellation of cards with ANZ
- ensuring the number of total cards as advised by ANZ reconciles with the Purchase Card Register
- checking staff terminations monthly and keeping appropriate records as evidence for audit purposes and retrieving outstanding purchase cards
- notifying staff when new purchase cards are ready for collection or posting
- issuing reminders about timely processing of statements, approvals or transaction and/or account limits to cardholders or delegates as required
- reviewing summary reports to ensure integrity of details, if required
- generating batch processing and exporting expenditure files, if required
- generating the Unprocessed Cardholders report, if required

## 2.5 Financial Accounting

Where there is a Purchase Card Clearing Account process established (account 39992 in Oracle), Financial Accounting is responsible for performing monthly Balance Sheet reconciliations. This reconciliation is performed one month in arrears.

## 2.6 Procurement and Supply Chain Management

The Assistant Director, Procurement Governance and Business Services, PSCM is responsible for:

- ensuring that the monthly Purchase Card Exceptions Report for the Department for Health and Wellbeing, including Ministerial purchase cards is reviewed, completed and dealt with in a timely manner
- facilitating an annual review of all SA Health purchase cards' monthly account limits for the Department for Health and Wellbeing, Local Health Networks/SAAS and Ministerial purchase cards

## 2.7 Local Health Networks and SA Ambulance Service

In summary, LHNs and SAAS are responsible for the entire administration, monitoring, management and control of their own purchase cards in accordance with all requirements of this policy.

In addition to the responsibilities listed in Section 5 Roles and Responsibilities for purchase card approvers, cardholders, reconcilers and administrators, each LHN and SAAS is also responsible for:

- ensuring that the monthly Purchase Card Exceptions Report is reviewed, completed and dealt with in a timely manner
- undertaking an annual review of their purchase cards' monthly account limits

## 3. Policy Requirements

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### 3.1 Use of a Purchase Card

SA Health purchase cards are intended as a means of efficient procurement and payment of accounts within SA Health for low value purchases (generally less than \$2,200).

SA Health purchase cardholders may only use purchase cards for official SA Health and Ministerial approved purposes and must comply with all relevant SA Health and agency directives and abide by the terms and conditions of the purchase card account.

Purchase cards are not to be used to avoid other mandated procurement and accounts payable policy requirements and systems.

### 3.2 Purchase Card Provider and Whole of Government Agreement

SA Health must comply with the terms of the Whole of Government Agreement for the provision of purchase card services. Australia and New Zealand Banking Group Limited (ANZ) is the current purchase card provider which supplies SA Health with purchase cards and related services.

SA Health purchase cards can only be issued through the contracted purchase card provider.

A billing account at the ANZ has been established for the Department for Health and Wellbeing and each of the LHNs. It is by this account that the purchase card accounts are summarised, billed and subsequently paid. No new billing accounts are to be granted unless there is a significant compelling reason for doing so. All new purchase cards are to be aligned under the appropriate existing billing account according to the location of the business unit.

### 3.3 Issue of a Purchase Card

#### 3.3.1 Who Can Be Issued With and Use a Purchase Card

Purchase cards can only be issued to:

- SA Health employees
- Ministers (Note that Ministers may elect to use a card other than a Government purchase card for official purposes)
- certain Ministerial Officer/s in positions entitled to use a purchase card (as described in *Treasurer's Instruction 13 Expenditure Incurred by Ministers and Ministerial Staff* but only for when accompanying the Minister on intrastate, interstate and overseas travel (to be surrendered following travel and stored for safe keeping)

One purchase card per Minister's office can be issued to a Ministerial Officer who is employed solely to carry out on-going administrative or office management duties.



Only one purchase card will be issued per person.

Purchase cards can only be used by the person listed as the cardholder. A purchase card cannot be reassigned from one person to another.

Cardholders are not to knowingly permit other individuals to use their card.

A SA Health purchase card will not impact on the cardholder's personal credit rating.

Applications for purchase cards are to be approved by the appropriate delegate. (refer to Section 3.6 Purchase Card Delegation of Authorities and Approvals).

### 3.3.2 Assessment of Business Needs to Determine Approval of Use

The approval of the use of a purchase card must be based on business needs. Authorising delegates must give due consideration to:

- determining whether purchases are generally low in value
- identifying employees whose business operations require the use of a purchase card
- determining the monthly account limit
- determining the transaction limit based on the required spend profile and choosing one of the four delegation amount options (refer Section 3.5 Transaction Limit and Monthly Account Limit)
- preparedness to approve the account and limits which, in turn, assigns the appropriate contract, procurement and payment authorisations to the cardholder

### 3.4 New Purchase Card Applications

When a new purchase card is required, an applicant must complete the following forms:

- [SA Health Purchase Card New Card or Limit Amendment Agreement and Acknowledgement](#), and
- [ANZ Commercial Cardholder Registration form](#) and be issued with the [ANZ Commercial Card Terms and Conditions](#).

Both of these forms are to be signed by the SA Health approving delegate.

The cardholder must confirm their understanding of the [ANZ Commercial Card Terms and Conditions](#) when completing the [SA Health Purchase Card New Card or Limit Amendment Agreement and Acknowledgement](#).

An Identification (or Verification) Officer and an Authorised Signatory to the billing account are both SA Health nominees previously set up for these purposes.

The Identification Officer, as an agent of SA Health, is required to confirm the identity of the staff member. In some locations (particularly country areas), it may be necessary for the cardholder to present at an ANZ branch with their identification documents to have their identity verified.

Authorisation from the Authorised Signatory is required to enable the ANZ to process applications for purchase cards linked to the billing account.

Purchase cards must be signed by the cardholder immediately upon receipt. Use of the card can be commenced as soon as it is received. There are no activation requirements.

### 3.5 Transaction Limit and Monthly Account Limit

The purchase of goods and services using a purchase card can only be made within the cardholder's purchase card transaction limit and monthly account limit.

A purchase card monthly account limit or transaction limit may be changed. Refer 3.5.4 Temporary or Permanent Account and/or Transaction Limit Changes.

### 3.5.1 Transaction Limit

Purchase cards are to have a transaction limit which means that any one purchase can only be made up to or equal to the value of the transaction limit. Unlimited transaction limits are not to be approved. Purchases must not be split to circumvent the transaction limit.

Transaction limits are determined in consideration of business needs and anticipated transaction requirements.

For new purchase cards applied for and permanent or temporary transaction limit changes, SA Health has specific set authorisation levels for purchase card transaction limits that may be approved as follows:

The standard transaction limit is \$2000. A lesser limit of \$500 is available.

Alternate higher transaction limits of \$5,000 and \$10,000 are available and require written justification, including providing details of the relevant business needs.

Previously approved purchase cards will have a transaction limit (and an authorisation amount delegated) which may not be equal to one of the transaction limits listed above.

Transaction limits:

- are capped at \$10,000 for all purchase card accounts
- are Goods and Services Tax (GST) inclusive
- cannot exceed the monthly account limit
- must not exceed the purchase cardholder's delegated authorisation level and will therefore equal the procurement, contract and payment authorisations as sub-delegated and contained within the *Authority to Use a Purchase Card* (refer to Section 3.6 Purchase Card Delegation of Authorities and Approvals)

### 3.5.2 Monthly Account Limit

A monthly account limit is set for each purchase card account which means that the aggregate of the transactions in any one month billing cycle cannot exceed the monthly account limit.

Monthly account limits are determined in consideration of business needs and anticipated transaction requirements. The determination of monthly account limit needs to be commensurate with these considerations and the decision is the responsibility of the authorising officer.

The standard monthly account limit is \$5,000.

Higher monthly account limits may be approved, based on business needs. Monthly account limits higher than \$5,000 require written justification, including providing details of the relevant business needs.

Unlimited monthly account limits must not be approved.

In accordance with *Treasurer's Instruction 12 Government Purchase Cards and Stored Value Cards* requirements, monthly purchase card account limits must be reviewed annually by LHN, SAAS and the Department for Health and Wellbeing to ensure they are commensurate with business needs. PSCM will facilitate an annual review of all SA Health purchase cardholders' monthly account limits, including Ministerial purchase cards by requesting that the Department for Health and Wellbeing Local Health Networks/SAAS and Ministers to undertake an annual review of monthly accounts limits for purchase cards in their jurisdictions. Evidence of this annual review is to be retained for audit purposes.

### 3.5.3 Temporary or Permanent Account and/or Transaction Limit Changes

A purchase card monthly account limit may be changed, either permanently or temporarily.

A purchase card transaction limit may be changed, either permanently or temporarily but must not exceed the cardholder's delegated authorisation level.

Employee authorisations may change, for example, in line with acting arrangements within the same business unit, and a cardholder therefore may seek a temporary change to transaction and / or monthly account limits.

Permanent and temporary limit changes require purchase cardholders to complete the [SA Health Purchase Card New Card or Limit Amendment Agreement and Acknowledgement](#) form. It must be made clear whether it is a permanent or temporary change and specify the relevant dates for the change to take effect. The appropriate amount of lead time must be given to allow the amendment/s to take effect. The application must be approved by an appropriate delegate with the authority to approve the use/issue of purchase cards (refer to Section 3.6.1).

Temporary or permanent account limit or transaction limit changes are to be submitted to the ANZ and managed by the purchase card administrator. This may be requested by facsimile or via online banking services.

Temporary changes require monitoring of the account by the purchase card administrator to ensure that when temporary changes commence and expire they are enacted by the ANZ within the appropriate timeframes.

## 3.6 Purchase Card Delegation of Authorities and Approvals

### 3.6.1 Authority to Approve the Use of Purchase Cards and Limits

In order for a new purchase card to be issued or an amendment to an account and/or transaction limit processed, a delegate with the authority to approve the use/issue of purchase cards must approve the application. Approval of the application (i.e. transaction limit) is limited by the authorisation level delegated to the authorising delegate.

Only the Minister can approve the issue of purchase cards for Ministerial Officers.

When the *Authority to Approve the Use of Purchase Cards* or *Authority to approve the Issue of Purchase Cards to Ministerial Officers* is exercised, the *Authority to Use a Purchase Card* is sub-delegated to the cardholder's position which contains the three required procurement, contract and payment authorisations (refer next section). This sub-delegates the appropriate level of authority equal to the value of the purchase card transaction limit to the cardholder's position.

### 3.6.2 Authority to Use a Purchase Card

The use of a purchase card requires three delegations of authority as follows:

- contract authorisation
- procurement authorisation, and
- payment authorisation

These three delegations of authority are combined into one authority called *Authority to Use a Purchase Card*. This combined authorisation must be sub-delegated to the position before a purchase card can be approved for use and issued. It is separate and independent to any other authorisations a position may have. That is, it is possible for a position to only have the *Authority to Use a Purchase Card* as the sole authorisation held by the position.

### **(a) Contract Authorisation**

Contract authorisation is a financial authorisation governed by *Treasurer's Instruction 8* which provides the authority to enter into a contract to incur expenditure. In the case of the purchase card, the contract is generally the point of sale transaction.

### **(b) Procurement Authorisation**

Procurement authorisation, as required by the *State Procurement Act 2009*, provides the authority to approve the purchase of goods and/or services.

### **(c) Payment Authorisation**

Payment authorisation is a financial authorisation governed by *Treasurer's Instruction 8* which provides the authority to make a payment for the transaction using the purchase card within approved budget allocations.

## **3.6.3 Authority to Approve Purchase Card Reconciliation Certifications**

The *Authority to Approve Purchase Card Reconciliation Certifications* (for SA Health employee purchase cards) or *Authority to Approve Ministerial Officers Reimbursement Claims and Certification of Purchase Card Transactions* (for Ministerial purchase cards) is required for delegates to be able to certify the reconciliation of purchase card statements to actual transactions made and assess the supporting documentation. Refer to 3.15.1 Reconciliations of Purchase Card Statements, Documentary evidence and Processing.

For a Minister's purchase card, all purchases must be certified by the Minister.

For Ministerial Officer's purchase cards (refer 3.3 Issue of a Purchase Card) all purchases must be certified by that Officer and approved by the Minister or a delegate authorised by the Minister to approve statement reconciliation certifications. Refer to *Treasurer's Instruction 13 Expenditure Incurred by Ministers and Ministerial Staff*.

## **3.6.4 Recording of Delegation of Authorities**

All Department for Health and Wellbeing and Ministerial positions and respective incumbents with any of the above authorisations are to be recorded in the [Governance and Delegations System \(GADS\)](#) system. Details of all other LHN, SCSS and SAAS positions are to be recorded in their respective local Delegation of Authorisations Register.

To update the *Authority to Use a Purchase Card* for new cards and changes to transaction limits on the [Governance and Delegations System \(GADS\)](#) a copy of the approved [SA Health Purchase Card New Card or Limit Amendment Agreement and Acknowledgement](#) form is to be sent to the GADS mailbox.

LHNs, SAAS and SCSS are to follow local procedures to record authorisation details in their respective Delegation of Authorisations Registers.

The recording of changes to purchase card authorisations in the registers must be updated in a timely manner.

## **3.7 Transactions**

### **3.7.1 Alcohol**

For SA Health employee's purchase cards, the purchase of alcohol must be approved by the Chief Executive before such expenditure occurs.

For Ministerial Officers' purchase cards, the purchase of alcohol must be approved by the Minister or Chief of Staff before such expenditure occurs.

A copy of this prior written approval must be retained and provided with the related monthly statement reconciliation documentation.

### **3.7.2 Allowances and reimbursements**

The use of a purchase card for the items covered by Commissioner's Determination 3.2 Employment Conditions – Remuneration – Allowances and Reimbursements must comply with the conditions and rates articulated in this standard.

The use of a purchase card for the payment of expenses where an allowance has been obtained, for example meals or incidentals, is not permitted.

### **3.7.3 Cash Advances**

The use of a purchase card for cash advances is not permitted, except where prior written permission has been expressly granted by the Chief Executive for exceptional circumstances. A copy of the prior written approval must be retained and provided with the related monthly statement reconciliation documentation.

### **3.7.4 Ex Gratia Payments**

The use of a purchase card for making ex gratia payments is not permitted except in extraordinary circumstances that are previously authorised. Ex gratia payments require authorisation by the Minister for Health and Wellbeing, the Treasurer or Cabinet, depending on the amount.

For further information about Ex Gratia payments and delegates refer to the [Ex Gratia Payments Policy Directive](#) and the [Governance and Delegations System \(GADS\)](#).

### **3.7.5 Fuel**

The use of a purchase card for the purchase of fuel is not permitted, except in the following circumstances:

- emergencies
- SA Government leased or owned vehicles in some rural areas where SA Government fuel cards are not accepted. Any staff travelling in SA Government leased or owned vehicles in remote areas are to ensure that they fill their vehicle using the SA Government fuel card at the last town where the fuel card can be accepted before travelling to further remote areas. This will minimise the need for fuel purchases for SA Government leased and owned vehicles using a purchase card
- hire vehicles used intrastate, interstate and overseas where there is no other nominated preferred means of payment established by SA Health
- SA Ambulance Service (SAAS) leased and owned vehicles when supplier fuel cards facilities are not available

To ensure the appropriate and accurate recording of leased and owned vehicle expenses, tax invoices or receipts (where acceptable) for fuel purchases made by purchase cards are to be scanned and forwarded, including all relevant details, by covering email to:

- Fleet, Travel and Customer Service for Department for Health and Wellbeing, LHN, SCSS and Ministerial transactions
- SAAS Fleet Services for SAAS Fleet transactions which will then determine if any further reporting is required

### 3.7.6 ICT Software and Desktop Devices

Software and desktop devices are to be purchased through Information and Communications Technology Service and are not to be purchased by a business / health unit using a purchase card.

Desktop devices include: Microsoft Windows and Apple Mac based desktops, notebooks and ultra-portables such as tablets and small notebooks. For more information refer to the [Desktop Fleet Management – Rental Policy](#).

When a Ministerial purchase card is to be used for such purposes, Ministers are able to determine the market approach and approve the purchasing of any of these devices, including mobile devices.

### 3.7.7 Private purchases are not permitted on a SA Health Purchase Card

Where a private purchase is made in error using a SA Health purchase card, the cardholder must notify their supervisor and immediately reimburse SA Health. The supervisor is to ensure the reimbursement is received and will follow this up as necessary.

Reimbursements to SA Health can be made by the cardholder providing a cheque made out to SA Health or transferring the amount into the SA Health bank account. Depending on the location of the cardholder, advice regarding processing will be required from Shared Services SA, Accounts Receivable or the local purchase card administrator.

For Ministerial purchase cards, reimbursement of private expenditure is generally made direct into the Department for Health and Wellbeing operating accounts.

Use of the SA Health purchase card for private purchases may lead to an immediate cancellation of the *Authority to Use a Purchase Card* and also may lead to disciplinary action. Refer 3.13.2 Misuse by Cardholder.

### 3.7.8 Recurring Debits (Periodical Payments or Direct Debits)

The use of a purchase card for recurring debits, often referred to as direct debits or periodical payments is not permitted, other than:

- Subscriptions to newspapers and periodicals, or
- As specifically approved, in writing, by the:
  - Executive Director, Procurement and Supply Chain Management
  - Deputy Chief Executive, Finance and Corporate Services
  - Deputy Chief Executive, System Performance and Service Delivery
  - Chief Executive, SA Health
  - Chief Executive Officer of a LHN/SAAS
  - Chief Operating Officer of a LHN/SAAS
  - Minister (the Minister's purchase card or purchase card/s issued for administrative purposes only)
  - Chief of Staff (the Minister's purchase card or purchase card/s issued for administrative purposes only).

### 3.7.9 Splitting of Purchases

A purchase card must not be utilised to circumvent SA Health's mandated purchasing policies. Purchase cardholders are not permitted to split the purchase into multiple lesser amounts in order to circumvent purchase card transaction limits.

### 3.7.10 Tips, Gratuities and Service Charges

The use of a purchase card to pay tips is not permitted unless the tip/gratuity occurs in an

overseas location where tipping via a service charge is a customary practice for the particular service and that service charge is automatically charged as part of the itemised bill.

Otherwise, tipping is to be done via personal contribution and not as part of the purchase card transaction.

Tipping and service charges are not customary in Australia and New Zealand.

### 3.7.11 Telephone and Internet Transactions

When engaging in purchases via the internet or telephone, cardholders must ensure that:

- suppliers are reputable
- suppliers provide recognised, secure (encrypted) electronic payment facilities
- purchase card details are not submitted via email
- valid tax invoices are received for each purchase
- a record of all internet transactions is kept and any suspected or identified misuse of the purchase card via the internet is reported immediately

In the case of acquiring goods and services over the telephone or internet, a tax invoice/receipt of purchase must be obtained in accordance with the requirements outlined in Section 3.15.2 Valid Tax Invoices. Printed screen shots can be used to provide further supporting information.

### 3.7.12 Travel and Accommodation Expenses

A purchase card is the lowest transaction cost option for travel expenses and therefore needs to be used for travel bookings and purchases whenever possible.

The across government [Travel Management Services Contract](#) (the Contract) has been established to provide travel management services for the booking of transportation, accommodation and other associated services. The Contract has been established as a sole supplier arrangement with Carlson Wagonlit Australia Pty Ltd (CWT).

The SA Health [Overseas Travel Policy Directive](#) mandates the booking of all regional, interstate and international flights through CWT.

Whenever possible, the purchase of travel services is to be made via the CWT Online Booking Tool using a purchase card.

Booking and payment of other services within the scope of the Contract (e.g. accommodation, car hire and other modes of transport etc.) can be made direct with the service provider or with CWT. Further information on the scope and use of the Contract is detailed in the [Travel Management Services Contract](#).

The use of a purchase card to purchase travel, accommodation or incidental expenses incurred by a contractor or consultant is only permitted where the travel for approved government related business is included in their contract and can only be performed by an employee/cardholder who holds the relevant *Authority to Use a Purchase Card*.

For purchases made through CWT or accommodation providers using a purchase card, zero balance invoices are required for the purchase card reconciliation. For further information regarding tax invoice requirements refer to Section 3.15.3 Receipts and Valid Tax Invoices.

Authorisation from an appropriate delegate must be obtained for *approval to travel* prior to making any travel related purchases, including when using a purchase card. For further information on travel requirements refer to the [Overseas Travel Policy Directive](#).

[Governance and Delegations System \(GADS\)](#) and the respective Delegation of Authorisations Register located within LHNs/SAAS.

### 3.7.13 Taxi Fares

Purchase Cards may be used for the purchase of taxi fares for travelling on official business.

### 3.7.14 Vehicle Expenses

The use of a purchase card for vehicle servicing, installation of additional vehicle equipment and purchasing of tyres is not permitted. These purchases are to be made through the SA Government Fleet Manager.

The only exceptions are:

- purchases by SAAS Fleet Services for SAAS fleet vehicles
- an emergency or other situation of dire need and approval is obtained from the appropriate supervising delegate

Where fuel cards obtained through the SA Government Fleet Manager have the provision of a car wash facility, this is to be used rather than the SA Health purchase card.

Refer to Section 3.7.5 Fuel for information regarding fuel purchases for hire vehicles and SA Government owned vehicles.

### 3.7.15 High Volume Transactions

The use of a purchase card is not permitted for purchasing high volume items. This includes any items able to be purchased through the Oracle Catalogue accessed via i-Procurement or any other high volume non-Oracle Catalogue items (e.g. routine stationery purchases).

### 3.7.16 Items on Contract

The use of a purchase card is not permitted for purchasing items that are covered by a contract specifically for that item.

### 3.7.17 Purchase of Hazardous Chemicals

Where a purchase card is to be used to purchase hazardous chemicals appropriate consideration must be given to relevant Work Health Safety directives, guidelines and other relevant guidance, in particular the [Chemical Safety in the Workplace \(WHS\) Policy Guideline](#)

Prior to any initial purchase the Policy Guideline requires that staff must:

- determine the least hazardous chemical required to meet the identified need
- determine whether the chemical is on SA Health's list of [Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals](#)
- ensure a risk assessment is completed in accordance with SA Health [WHSIM Form – Chemical Safety Risk Assessment](#) and a Safety Data Sheet (SDS) has been obtained from the supplier
- determine whether the chemical is a [Chemical of Security Concern](#)
- confirm whether the chemical requires specific [health monitoring](#) once introduced into use

A review of SA Health's list of [prohibited carcinogens, restricted carcinogens and restricted hazardous chemicals](#) and its list of chemicals requiring specific [health monitoring](#) should also be under taken prior to any subsequent purchase. Appropriate authorisations are also required prior to the subsequent purchase of [Chemicals of Security Concern](#).



### 3.8 Personal Incentives and Rewards Schemes

Schemes or memberships that offer incentives or rewards to the purchase cardholder personally (e.g. FlyBuys and Frequent Flyer Schemes) are not to be linked to a SA Health purchase card.

### 3.9 Attractive Items

Items which are deemed 'attractive items' are:

- non-consumable
- valued below \$10,000
- easily removed or concealed
- susceptible to theft or loss due to their portable nature
- attractive for personal use or resale
- easily converted to cash

Examples include but are not limited to DVD players, cameras, LCD projectors, televisions, external hard disk drives, mobile phones, office machines and photocopiers.

Any purchases of attractive items made using a purchase card are to be recorded in the Attractive Items Register held by the business unit. Refer to [Attractive Items Policy](#).

### 3.10 Gifts, Staff Recognition, Rewards and Entertainment Expenses Authorisations

Gifts, staff recognition, rewards and entertainment expense amounts are governed by their own authorisation limits and cannot be performed unless the appropriate authority is in place.

These authorisations are recorded in the Governance and Delegations System (GADS) for Department for Health and Wellbeing and in Delegation of Authorisations registers for the LHNs SAAS and SCSS and include:

- *Approval for official business entertainment outside office premises*
- *Approval for gifts on resignation / retirement for employees with over 15 years continuous service in the organisation*
- *Approval for payment of flowers, gifts etc for official business.*

To make these purchases using a purchase card, the cardholder's position must either:

- hold the respective authorisation, or
- obtain specific written authorisation from a delegate who holds the respective authorisation for each purchase. Such written authorisation is required to be retained with the statement as part of the documentary evidence supporting the transaction

### 3.11 Scrutinised Purchases

#### 3.11.1 Types of Transactions Likely to be Scrutinised

High risk transactions will be scrutinised. These purchases can include:

- medical consumables
- inventory items
- alcohol (note: only permitted where prior approval is obtained from the Chief Executive, Minister or Minister's Chief of Staff – refer Section 3.7.1 Alcohol.)
- fuel
- attractive items, and
- any unusual transactions

Other purchases such as, but not limited to, catering, venue hire, retail purchases and any overseas transactions may also be queried. In addition, any transaction may be scrutinised for FBT purposes. Further justification for any purchases may be required and must be

provided on request.

Due to the requirements of some merchant facilities, a transaction made for purchases such as meals or venue hire may show as a scrutinised purchase as if 'alcohol'. This can occur where, for example, the merchant facility is a hotel. In these instances, an itemised bill can be used to enable the transaction to be approved, provided there is no alcohol charge (unless pre-approved as per Section 3.7.1 Alcohol). Where no itemised bill is available, authorisation from the Chief Executive, SA Health, Chief Executive Officers, Minister or Minister's Chief of Staff is required.

### 3.11.2 Reporting of Scrutinised Transactions

The Public Finance Branch of the Department of Treasury and Finance (DTF) forward a monthly Purchase Card Exceptions Report for review, completion and response. DTF will send the report direct to Procurement and Supply Chain Management (PSCM), Policy and Compliance for the Department for Health and Wellbeing purchase cards and direct to each established contact for purchase cards issued via LHNs SAAS and SCSS. PSCM is responsible for completing the response for all Department for Health and Wellbeing purchase card exception transaction reporting. All LHNs SAAS and SCSS are responsible for completing the response for their own purchase card exception transaction reporting. The completed response is then returned directly to DTF.

Information regarding these transactions must be provided by the cardholder when requested by PSCM, LHNs or SAAS or SCSS contacts managing the reporting, the Chief Executive or Chief Executive Officers.

### 3.12 Purchase Card Register

A central purchase card register is to be maintained by the Department for Health and Wellbeing, each LHN, SAAS and SCSS. Sites with Expense Management Systems may be able use the system or reports from the system for this purpose. This register is to be maintained by the purchase card administrator.

This register is to contain information which is sufficient to allow an effective level of internal control to be exercised in respect to the purchase card, cardholder and account.

The register is to be in a searchable format and is to include the following fields:

- cardholder given name/s
- cardholder surname
- cardholder position title
- position location
- card number (for security reasons, card numbers must only be stored with the first 6 and last 4 digits recorded and the remaining numbers recorded as asterisks e.g. 471514\*\*\*\*\*1234)
- card issue date
- card expiry
- transaction limit
- monthly account limit
- provision for relevant notations for events such as change of name, extended leave, operation of card under alternate name (such as maiden name) and limit changes, including relevant dates

Record of the relevant billing account to which the card is linked at the purchase card provider bank is also to be maintained.

### 3.13 Custody and Security

All cardholders are responsible for the safe custody of the purchase card in their possession at all times.

Except for the Minister's purchase card and the purchase card/s used for the Minister's office transactions (refer to Section 3.3.1 Who Can Be Issued With and Use a Purchase Card), Ministerial staff holding a Ministerial purchase card are required to surrender their purchase card when not accompanying Ministers on travel. These cards are to be kept in a safe and secure location and re-issued for the next travel period.

Failure to exercise due care in the protection of a purchase card or failure to promptly report disputed transactions, loss, theft or suspected misuse of the purchase card may result in the cardholder being liable for transactions made on their card and any applicable administrative fees, depending on the outcome of the investigation.

#### 3.13.1 Personal Identification Numbers (PIN)

Personal Identification Numbers (PIN) are forwarded separately to the purchase card administrator who will arrange for the cardholder to receive the PIN.

Cardholders must not divulge the PIN to anyone else and must not write the PIN on the purchase card.

#### 3.13.2 Misuse by Cardholder

A clear audit trail is provided each time a SA Health purchase card is used. Misuse of a purchase card by the cardholder will result in the immediate cancellation of the cardholder's purchase card and possible disciplinary action. Suspected misuse of a SA Health purchase card is to be referred to [Risk and Assurance Services](#). Further information can be obtained in the [Fraud and Corruption Control Policy](#).

Identified misuse of a SA Health purchase card may result in:

- inactivation or cancellation of the purchase card
- repayment of purchase card transactions and/or charges
- disciplinary action
- referral to South Australia Police
- reporting to the Office of Public Integrity in accordance with the [Fraud and Corruption Control Policy Directive](#)

#### 3.13.3 Misuse by Others, Lost or Stolen Purchase Cards

If a cardholder believes that a purchase card has been misused by someone else, or a purchase card is lost or stolen then it must be reported immediately to:

- ANZ, the purchase card provider, on 1800 033 844
- the purchase card administrator for the site.

Additionally, in cases of reported misuse by someone else other than the cardholder, the officer who certifies card statements (usually the cardholder's manager/director) must notify [Risk and Assurance Services](#).

The lost or stolen card will be cancelled and a replacement card will be issued automatically via the purchase card administrator.

### 3.14 Cancellation or Replacement and Destruction of Purchase Card

A purchase card may need to be cancelled for the following reasons including:

- resignation
- retirement
- role or change of responsibility and the purchase card is no longer required
- transfer to another agency

Under these circumstances, Managers are to ensure that any purchase cards are retrieved prior to staff departing and the associated paperwork and processes performed in a timely manner.

Replacement cards will be issued to the purchase card administrator when the ANZ receives the replacement requests. This may include replacements for the reasons of:

- a change of name
- a damaged card.

In order to cancel a purchase card or obtain a replacement the cardholder must complete a [SA Health Purchase Card Notice of Cancellation and Destruction](#) form and it must be dated and signed by the cardholder and manager/supervisor. The card must be cut through the electronic chip (if applicable) and the magnetic strip on reverse of the card and sent with the *SA Health Purchase Card Notice of Cancellation and Destruction* form to the purchase card administrator who will arrange the cancellation and replacement card (if applicable) with the purchase card provider (ANZ) and complete the destruction of the card. The purchase card administrator is responsible for the disposal of those purchase cards in their receipt that are being cancelled or replaced.

For closed accounts, the *Authority to Use a Purchase Card* is to be rescinded from the position and the [Governance and Delegations System \(GADS\)](#) or other respective Delegation of Authorisations Register is to be updated accordingly.

### **3.14.1 Transferring to Another Legal Entity or Business Unit Within a Legal Entity**

Purchase cards must be cancelled if the cardholder is transferring to another legal entity (e.g. Department for Health and Wellbeing, Local Health Networks or SA Ambulance Service) within SA Health or transferring to another government agency.

If a purchase card is required in a different legal entity or new government agency, a new application must be made and authorised by the appropriate delegate.

If a purchase card is required for a different business unit within the same legal entity, a [SA Health Purchase Card Transfer of Cost Centre Within the Same Legal Entity Agreement & Acknowledgement](#) form must be completed and approved by the authorised delegate of the new business unit. The form will include the details for the change of cost centre.

### **3.14.2 Change of Name**

Where a purchase card requires cancellation because of a change of name, copies of the relevant change of name documentation and the purchase card are to be provided to the purchase card administrator who will liaise with the ANZ and provide the ANZ copies of the documentation, the cancelled card and a covering letter requesting reissue in the new name. Relevant documents regarding change of name may include a Marriage Certificate, Birth Certificate or Deed Poll Certificate.

### **3.14.3 Expiring Cards**

Cards that are reaching their normal expiry will have replacements automatically issued by the ANZ before the expiry of the current card. These will be provided to the purchase card administrator who will distribute the purchase cards either by the cardholder collecting it or by putting the card in the post, as per the agreed arrangement with the cardholder. Expired

cards must be cut through the electronic chip (if applicable) and the magnetic strip on reverse of the card in order to destroy the card. They are then to be disposed of by the cardholder.

#### **3.14.4 Staff Terminations**

The purchase card administrator is required to identify if any staff who have left employment with SA Health or the Minister's office are cardholders who have not surrendered their purchase card. The main method for checking is to use the appropriate reports from the CHRIS system or any other relevant human resources records and comparing this to the local Register of Purchase Cards.

This is to be performed monthly and evidence of the checking is to be retained for audit purposes.

The purchase card administrator is to follow up with the business unit to retrieve any purchase cards belonging to staff who are no longer with an SA Health legal entity and ensure all required processes are performed. Refer to Section 3.14 Cancellation or Replacement and Destruction of Purchase Card.

### **3.15 Reconciliation of Purchase Card Statements, Documentary Evidence and Processing**

#### **3.15.1 Statement Reconciliation Certifications and Approval**

To reconcile the purchase card statement, the cardholder must certify the correctness of all transaction charges against the account and provide accompanying supporting receipt/invoice documentary evidence. The cardholder must also document the relevant general ledger account codes.

Statement reconciliations and general ledger coding can be performed by a reconciler who is not the cardholder provided all of the appropriate supporting documentary evidence is present however it is the cardholder that is responsible for certifying the reconciliation.

The Deputy Chief Executives, Chief Executive Officers and Executive Directors are to ensure that reconciliations are approved by a delegate who has the *Authority to Approve Purchase Card Reconciliation Certifications*.

Ministers are to ensure that reconciliations are approved by a delegate who has the *Authority to Approve Ministerial Officers Reimbursement Claims and Certification of Purchase Card Transactions*.

This reconciliation must be checked and authorised by the delegate who holds the authority to approve purchase card statement reconciliation certifications. This is to be done monthly but may be done as transactions occur if using an automated expense management system.

The authorised delegate who approves the reconciled and certified statement must ensure each transaction is valid and for a legitimate business need and has the appropriate documentary evidence attached. Also, when reviewing transactions, the authorised delegate is to identify any unusual transactions and determine if legitimate or not. If the transaction is not legitimate the authorising officer is required to take appropriate action to follow up and resolve the matter.

Any unmatched sales receipts and/or invoices are to be held by the purchase cardholder until the transaction is charged to the account or credits (refunds) appear on subsequent monthly statements.

If the required permission for a specific purchase is granted (e.g. the Chief Executive grants

permission for a cash advance or if a delegate approves the purchase of gifts or entertainment expenses to be purchased by a cardholder other than themselves) the written authorisation is to be retained with the other supporting evidentiary documentation with the statement.

If a purchase contains both a Goods and Services Tax (GST) taxable and a non-taxable component, the amount must be split and notated accordingly (on the statement or within the expense management system) and the correct tax code applied to the respective amounts.

Any site specific expense management system (either automated or manual) reconciliation requirements and deadlines are to be adhered to. For the Department for Health and Wellbeing, statement reconciliations are to be completed and submitted within 14 days of the cardholder/statement reconciler having received the monthly statement. For Local Health Networks and SA Ambulance Service other designated timeframes may apply.

### 3.15.2 Documentary Evidence Required

Transactions require documentary evidence in accordance with Section 3.15.3 Receipts and Valid Tax Invoices and Receipts and Section 3.15.4 Missing Tax Invoices and Receipts.

Appropriate supporting documentary evidence must be kept for purchases made using a Government purchase card for:

- all transactions of any value made by SA Health employees
- transactions of \$50 (GST exclusive) or more made by Ministers or Ministerial Officers (refer to *Treasurer's Instruction 13 Expenditure Incurred by Ministers and Ministerial Staff*)

Documentary evidence is to be in the following forms:

- EFTPOS receipt (only for amounts under \$82.50) or some other suitable form
- valid tax invoice (for amounts of \$82.50 and greater)
- [SA Health Missing Tax Invoice / Receipt form](#) (substitute authorised documentation for instances when a receipt or invoice cannot be provided)
- a Fringe Benefits Tax declaration is required when invoices are not available for amounts of \$82.50 and greater. No GST can be claimed where the tax invoice is not available for amounts of \$82.50 or greater
- copy of written prior approval, for some transactions, as required (refer Section 3.7 Transactions)
- the [Expense Payment – Residual Benefit Declaration](#), as required (including for meals and entertainment)

All documentary evidence required to support individual transactions is to be attached to each relevant individual purchase card statement reconciliation.

### 3.15.3 Receipts and Valid Tax Invoices

Some form of documentation, which may be an EFTPOS receipt is sufficient for purchases below \$82.50 (including GST) which should show the following:

- name of supplier
- total cost
- date
- description of goods or service (can be written by the purchaser)

A valid tax invoice is required for all purchases of \$82.50 (including GST) or greater. The tax invoice must enable the following to be identified:

- identity and Australian Business Number (ABN) of the supplier
- identity or ABN of the purchaser if the total price is at least \$1,000
- brief description of what is sold, including quantity and price
- extent to which each sale is a taxable supply
- the amount of GST (if any) payable in relation to each supply
- date purchase was made
- that the document was intended to be and is therefore labelled as a tax invoice

A tax invoice/receipt must be attached to the monthly statement for all purchase card transactions in order for the GST input tax credits to be claimed, if applicable.

All international purchases must be accompanied by a receipt of purchase.

For further information about tax compliant invoices refer to [Tax Fact Sheet 19 – Documentary Evidence](#) and for information about GST refer to the *GST and Business Transactions Guidance* located on [Oracle Assist](#).

### 3.15.4 Missing Tax Invoices or Receipts

Where a tax invoice or receipt cannot be provided, a substitute invoice/receipt is required. Alternatively, if a substitute receipt/invoice is not available and where this requirement is not addressed within an existing Expense Management System workflow, the [SA Health Missing Tax Invoice / Receipt form](#) is to be completed and authorised by the cardholder's manager. No GST can be claimed where a tax invoice cannot be provided for amounts of \$82.50 or greater.

### 3.15.5 Expense Management Systems

Cardholders must adhere to and follow any relevant expense management system policies and procedures. This may include any automated (e.g. ProMaster) or manual systems, including spreadsheet records that are site specific.

### 3.15.6 Disputed and Duplicate Transactions

A cardholder must immediately report and follow up any disputed transaction charges on the account with the supplier of the goods and/or services and, if necessary, the ANZ. Requests can be made to the purchase card provider for assistance with verification of the transaction.

Where a disputed or duplicate transaction occurs the cardholder must complete an [ANZ Disputed Transaction form](#) and submit it to the ANZ immediately. The cardholder is then required to follow up the disputed transaction with the supplier of the goods and services.

If a disputed transaction is not resolved within 90 days of the original purchase, the transaction will stand and need to be processed in the following monthly reconciliation. If the transaction is reimbursed after this time, and subsequently credited to the account, the amount is to be reversed from the respective general ledger account where the original transaction was posted.

## 3.16 Coding and Posting to the General Ledger

### 3.16.1 Coding for Processing to the General Ledger

Coding of transactions for processing to the respective general ledger account number must be performed within 30 days from the statement date.

Posting to the general ledger should be occurring daily, however where this is not possible (e.g. system limitations) monthly posting is required. This may be an automated process undertaken by an expense management system (where in use).

### 3.16.2 Uncoded and Unprocessed Transactions

The statement authoriser must follow up any transactions that remain uncoded for 30 days after the statement date. Should the cardholder fail to code the transaction upon request, the cardholder's manager is to be notified to ensure the request is actioned.

### 3.17 Fringe Benefits Tax (FBT)

Where an expense management system or any other system offers fields for collecting FBT information and the transaction is subject to FBT, cardholders are required to provide details for FBT purposes.

For other sites, potential fringe benefits will require an [Expense Payment – Residual Benefit Declaration](#) to be completed and attached (refer to Taxation Services).

For further information about Fringe Benefits Tax and exemptions refer to [Tax Fact Sheet 15 – Reportable Fringe Benefits](#).

#### 3.17.1 Fringe Benefits Tax (FBT)

For all meal and/or entertainment expenses the [Expense Payment – Residual Benefit Declaration](#) needs to be completed (refer to Taxation Services). The following common types of expenditure will usually be subject to Fringe Benefits Tax (FBT) for Department for Health and Wellbeing employees, Ministers and Ministerial officers:

- meals at a restaurant, hotel or café (e.g. business lunches) except whilst travelling on official business
- liquor purchases (requires approval from the Chief Executive or Minister or Chief of Staff before purchasing – refer section 3.7.1 Alcohol)
- food and drink for a party or social function

For LHN/SAAS/SCSS employees, whilst the above benefit may not incur FBT, no GST can be claimed for those transactions as the input tax credit is denied.

Light refreshments consumed on business premises by any employees (e.g. sandwiches for a meeting) will not usually be subject to FBT provided they are only for sustenance and are not elaborate. The GST can be claimed in these cases.

#### 3.17.2 FBT - Travel Expenses

Where purchase cards are used to pay for fares, accommodation and related travelling expenses, a travel diary must be maintained and submitted where the person is travelling overseas for any period of time, or is away on domestic travel for 5 nights or more, otherwise FBT may be applicable.

For information about FBT and travel diary requirements refer to the SA Health [Fringe Benefits Tax and Travel Policy Directive](#), [Overseas Travel Policy Directive](#) and the [Commissioner's Determination 3.2: Remuneration – Allowances and Reimbursements](#). The [SA Health Travel Diary Form](#) and Allowance Claim Form and the Employee Travel Reimbursement Claim Form are available on the SA Health intranet.

### 3.18 Records Retention

Statements and supporting evidentiary documentation are to be filed and retained in accordance with the SA Government's records disposal schedules.



## 4. Implementation & Monitoring

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Ongoing evaluation of performance and compliance with this policy is largely conducted by the relevant business units within each of the legal entities within SA Health.

This is achieved by the monthly reconciliation process whereby the cardholder provides supporting receipt or invoice and any other required documentary evidence of transactions and the delegate who approves the monthly statement reconciliation certification is required to ensure each transaction is valid, is for a legitimate business need and is not an unusual transaction that may require investigation. Refer to 4.15 Reconciliation of Purchase Card Statements, Documentary Evidence and Processing.

Furthermore, the Government Accounting & Reporting section of the Department of Treasury and Finance (DTF) automatically forwards a monthly Purchase Card Exceptions Report for review, completion and response. Refer Section 4.11.2 Reporting of Scrutinised Transactions.

Procurement and Supply Chain Management will request regular updates from the Purchase Card Officer, Shared Services SA regarding the monitoring of temporary limit changes and the content of the purchase card register in respect to purchase cards issued via the Department for Health and Ageing, which includes Ministerial purchase cards.

## 5. National Safety and Quality Health Service Standards

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N/A

## 6. Definitions

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In the context of this document:

- **purchase card administrator** means: the officer responsible for the administration of purchase cards and the liaison with the ANZ. This will either be the Purchase Card Officer located in Shared Services SA (SSSA) for the Department for Health and Wellbeing or a staff member from the Local Health Networks (LHNs) , SA Ambulance Service (SAAS) or Statewide Clinical Support Services (SCSS)
- **Ministerial purchase card** means: an SA Health purchase card issued to any of the following:
  - the Minister for Health and Wellbeing
  - certain Ministerial Officer/s in positions entitled to use a purchase card (as described in *Treasurer's Instruction 13 Expenditure Incurred by Ministers and Ministerial Staff*)

## 7. Associated Policy Directives / Policy Guidelines and Resources

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The following documents are either referenced or related to this document:

### Policies

[Attractive Items Policy Directive](#)

[Chemical Safety in the Workplace \(WHS\) Policy Guideline](#)

[Desktop Fleet Management – Rental Policy](#)

[Ex Gratia Payments Policy Directive](#)

[Fraud and Corruption Control Policy Directive](#)

[Fringe Benefits Tax and Travel Policy Directive](#)

[Overseas Travel Policy Directive](#)

## Procedures

[Applying for a New SA Health Purchase Card](#)

[Applying for a Transaction Limit or Account Limit Change for a SA Health Purchase Card](#)

## Fact Sheets

[Chemical of Security Concern](#)

[Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals](#)

[SA Health Purchase Cards](#)

[Tax Guideline 07 - Salary Sacrifice for Public Hospitals and Public Ambulance Services \\$17,000 capped FBT exemption](#)

[Tax Fact Sheet 15 – Reportable Fringe Benefits](#)

[Tax Fact Sheet 19 – Documentary Evidence](#)

## Forms

[Allowance Claim Form](#)

[Employee Travel Reimbursement Claim Form](#)

[Hazardous Chemicals Requiring Monitoring](#)

[SA Health Purchase Card New Card or Limit Amendment Agreement and Acknowledgment](#)

[SA Health Purchase Card Missing Tax Invoice / Receipt form](#)

[SA Health Purchase Card Notice of Cancellation and Destruction](#)

[SA Health Purchase Card Transfer of Cost Centre Within the Same Legal Entity Agreement & Acknowledgement](#)

[SA Health Travel Diary Form](#)

[ANZ Commercial Card Cardholder Registration Form](#)

[ANZ Disputed Transaction Form](#)

[WHSIM Form – Chemical Safety Risk Assessment](#)

## Other

[ANZ Commercial Cards Terms and Conditions](#)

## 8. Document Ownership & History

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**Document developed by:** Policy and Compliance Unit, Governance and Business Services, Procurement and Supply Chain Management

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Approval Date	Version	Who approved New / Revised Version	Reason for Change
24/08/18	V5.0	Executive Director, Procurement and Supply Chain Management, Finance and Corporate Services	<ul style="list-style-type: none"> <li>• Insertion of new section: 3.7.17 Purchase of Hazardous Chemicals</li> <li>• Amend wording to reflect correct Departmental name and Ministerial title</li> </ul>
03/05/18	V4.2	Executive Director, Procurement and Supply Chain Management, Finance and Corporate Services	No change to policy. Extension of review date.
17/10/16	V4.1	A/Executive Director, Procurement and Supply Chain Management, Finance and Corporate Services	Minor changes: Section 3.7.13 Taxi Fares Section 3.15.1 Statement Reconciliation Certifications and Approval Section 2.2 Cardholder Section 2.3 Officer Who Approves Statement Reconciliation Certifications Section 2.4 Purchase Card Administrator
30/05/16	V4.0	Executive Director, Procurement and Supply Chain Management, Finance and Corporate Services	Scope changed to include Ministerial purchase cards. Amendments to: <ul style="list-style-type: none"> <li>• Section 3.7.5 Fuel</li> <li>• Section 3.7.13 Taxi Fares</li> <li>• Minor changes</li> </ul> New Sections: <ul style="list-style-type: none"> <li>• Section 3.14.4 Staff Terminations</li> <li>• Section 3.15.2 Documentary Evidence Required</li> <li>• Section 2.7 Local Health Networks and SA Ambulance Service</li> </ul>
05/05/16	V3.0		Broken intranet links fixed
20/05/15	V2.1	Chief Procurement Officer, Procurement and Supply Chain Management, Finance and Business Services	Section 3.7.1 Transactions - Alcohol.
01/05/14	V2.0	Chief Procurement Officer, Procurement and Supply Chain Management, Finance and Business Services	Now owned by PSCM - New version with substantial content changes.
	V1.0		Previously owned by Finance and Administration.