

# Transport Purchasing Card Policy

CP20002.1



## 1. Purpose of the policy

Transport is committed to the responsible use and management of purchasing cards. This Policy prescribes principles and requirements to give effect to that commitment, and to promote compliant, transparent and ethical use and management of purchasing cards.

This Policy and associated purchasing card procedure align with public finance and audit legislation, NSW Treasury policy and guidelines for use and management of purchasing cards, and related Transport Policies and Procedures.

## 2. Who does it apply to?

This Policy applies to permanent, temporary, and casual staff, staff seconded from another organisation, and contingent workers including labour hire, professional services contractors and consultants performing work for any of the following:

|  |     |
|--|-----|
| Department of Transport* except for staff working in the Department of Transport who follow Department of Planning and Environment policies. | YES |
| Transport for NSW  | YES |
| NSW Trains   | YES |
| Sydney Trains  | YES |
| Sydney Metro   | YES |
| Sydney Ferries   | YES |
| The Point to Point Transport Commissioner  | YES |

**Important Note:** This Policy does not authorise the issue of purchasing cards to contingent workers. Any reference to 'staff' in this Policy should be interpreted to mean permanent, temporary and casual staff of the Transport agencies, or secondees.

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| Policy owner: ED, Commercial and Procurement, Finance and Investment | Review date: 2/5/26    |
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## 3. Principles and requirements

### 3.1 Principles

We act with integrity, honesty, transparency and place the public interest above personal interests at all times.

### 3.2 Requirements

Transport ensures responsible use and management of purchasing cards by:

- Implementing a framework for the use of purchasing cards across Transport
- Issuing staff with a purchasing card in accordance with eligibility criteria and subject to completion of mandatory training
- Acquitting, reconciling and authorising all purchasing card transactions in the expense management system
- Managing lost or stolen purchasing cards, and changes in circumstances
- Embedding information security practices to ensure and maintain confidentiality and integrity of information
- Educating staff on their purchasing card accountabilities and obligations, including promoting staff awareness of this Policy, the [Code of Conduct](#), Delegations of Authority, and associated procedures, processes and guidelines
- Promoting staff awareness of responsibilities and processes for reporting potential fraud and corruption
- Managing breaches of purchasing card rules for use in accordance with relevant policies, procedures and processes
- Continuously improving purchasing card practices and systems.

## 4. Compliance and breach

You are required to comply with this policy and its related procedures and standards. If you do not do so, this may result in disciplinary action up to and including termination of your employment or contract.

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## Appendix A:

### 5. Accountabilities and responsibilities

| Who   |   |
|---|---|
| Deputy Secretary Finance and Investment   | Accountable for setting the strategic direction of purchasing cards in line with our organisational objectives and compliance obligations   |
| Executive Director Commercial and Procurement, Finance and Investment                                       | Accountable for ensuring this policy continues to align with Transport’s strategic direction, and that guidance and controls are in place to help business areas measure and monitor compliance with this policy and any related documents. |
| Executive Director Finance and Procurement<br>Transport Shared Services, People and Culture                 | Accountable for management of the Transport purchasing card portfolio, including systems, expense management and process to obtain purchasing card and manage limits.   |
| Chief Executives and Deputy Secretaries of the Transport agencies and divisions to which the policy applies | Accountable for ensuring program areas in their agencies align and comply with this policy  |
| All staff to whom the policy applies  | Responsible for complying with the principles and requirements in this policy and any related procedures or standards.  |

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## 6. Document control

### 6.1 Superseded documents

This Policy replaces the following document:

- CP20002 Transport Purchasing Card Policy

### 6.2 Document history

| Date & Policy No        | Document owner  | Approved by                                   | Amendment notes                                 |
|-------------------------|---|---|---|
| 19 May 2020<br>CP20002  | Deputy Secretary<br>Corporate Services  | Secretary                                     | New Transport Policy                            |
| 2 May 2024<br>CP20002.1 | Executive Director<br>Commercial and<br>Procurement,<br>Finance and<br>Investment | Deputy Secretary<br>Finance and<br>Investment | Placed into new<br>corporate policy<br>template |

### 6.3 Feedback and help

For advice on interpreting or applying this document, please contact [Procurement.Governance@transport.nsw.gov.au](mailto:Procurement.Governance@transport.nsw.gov.au)

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