



***POLICY ON USE OF
SKATE AUSTRALIA'S
CORPORATE CREDIT CARD***

BYLAW 16

Other relevant Bylaws:
Bylaw 14- Purchasing & Expenditure

***Adopted June 2005
Revised August 2008***

Skate Australia Credit Card Policy:

The use of Skate Australia's American Express Credit card (Amex) for expenses will simplify Skate Australia's record keeping and will provide Skate Australia (SA) with useful management information on expenditure including identifying GST paid on all expenses.

The Amex Itemised Expense Report will be a useful tool for budgeting purposes and shows monthly Cardmember expenditure by category of spend (e.g. accommodation, car hire, airlines which is also broken down to local and overseas expenditure with year-to-date totals to assist in targeting prospective sponsors (for either cash or in kind sponsorship arrangements).

Skate Australia expects that cardholders will be responsible in spending patterns and expense claims, that is, behave as if they were incurring the expenditure personally. Amex cards are NOT to be used for PERSONAL transactions, regardless of subsequent reimbursement by the cardholder. It should be noted that should a cardholder use the Amex Corporate Card for personal use then the card will be cancelled immediately.

Please note that this policy should be read in conjunction with Skate Australia's Policy on Purchasing and Expenditure (Bylaw 14).

Cardholders must take all care in securing the Skate Australia Corporate Credit Card including payments made via the internet. Credit Card payments via the internet must be through guaranteed secure sights. Credit Card numbers cannot be provided via email and all approved payments must be faxed through to the supplier using the Attached Form A.

Approval for Cash Advance facilities linked to the Amex Corporate card:

Cash advance facilities will only be approved in limited circumstances and will be subject to close scrutiny. Approval is recommended by the SA Finance Committee for approval by the Board. All expenditure for cash advances must be fully substantiated before approval.

International Teams Travel, Accommodation and Transport payments:

Where a supplier (local or international) advises acceptance of Amex Credit Cards the appointed Team Manager will arrange with the CEO for payment of teams' travel, accommodation and transport (hire cars) via the Skate Australia Amex Corporate Credit Card. However accounts will only be paid on provision of an Invoice from the supplier and approved by the appointed team manager. (Refer to Skate Australia's Policy in regards Purchasing and Expenditure).

Operating Expenses National Office:

Where a supplier advised acceptance of Amex Credit Cards the Administration Manager will arrange for payment of accounts using the Skate Australia Amex Corporate Credit Card. However accounts will only be paid on provision of an Invoice from the supplier and approved for payment by the Chief Executive Officer.

Amex Reward Points

All Reward points accrued on the Skate Australia Amex Corporate Card must be used for Skate Australia related expenses and may not be used by the individual for their personal use. Reward points will only be transferred from the Amex Reward Point account to a cardholders Frequent Flyer plan on approval of the Skate Australia Finance Committee and ratification by the Board and FF points so acquired may only be used for Skate Australia travel.