

GOVERNMENT DEPARTMENTS AND AGENCIES, CREDIT CARD STATEMENTS, CHECKING

2130. Mrs C.L. Edwardes to the Minister representing the Minister for Housing and Works; Land Information
For each Department and Agency within the Minister's portfolio, including the Ministerial Office -

- (a) are the statements from credit card companies checked against invoices, before being passed on for payment; and
- (b) if not, why not?

Ms A.J. MacTIERNAN replied:

MINISTERIAL OFFICE

- (a)&(b) Credit card statements are paid in full on receipt of the statement without reference to invoices. This practice avoids interest rate penalties.
Cardholders subsequently provide supporting information when acquitting individual cardholder statements.

HOUSING AND WORKS

- a) No.
- b) Credit card company invoice/statements are paid via a clearing account, in the first instance, in order to comply with Treasurer's Instruction 308 requirements of paying creditor invoices within 30 days of receipt. The invoices are then distributed to the credit card holders for attachment of credit card transaction receipts and handed over to independent nominated officers for checking and incurring of costs against appropriate general ledger expenditure accounts and cost centres. The process also caters for disputed charges to be referred back to the Credit Card provider, who credits the disputed charge back to the department whilst the transaction is investigated.

LAND INFORMATION

- a) Yes all credit card statements received by DLI are issued to the credit card holders who are responsible for providing tax invoices to support purchases.
An independent Incurring Officer then reviews the credit card statement and supporting tax invoices to ensure that DLI only pays for legitimate business related purchases that have a supporting tax invoice.
- b) Not applicable

STATE SUPPLY COMMISSION

- (a) Yes
- (b) Not applicable