

Summary of upcoming changes template

Policy and Procedure Register updates – Summary of upcoming changes to Corporate card procedure

1. Reason for new/updated policy or procedure <input type="checkbox"/> Change to legislation/delegations <input type="checkbox"/> Audit/review recommendation <input type="checkbox"/> Due for review <input type="checkbox"/> Change of policy/procedure requirements <input checked="" type="checkbox"/> Other		
<p>As part of a CCC recommendation into alleged fraud in a Qld State School, recommendations were made to amend some existing corporate card processes. In addition, it was recommended to create a new Corporate Card Procedure to encapsulate the corporate card process. The new Corporate Card procedure outlines the process and responsibilities for the application, use and management of corporate cards for official departmental expenditure.</p>		
2. Summary of changes		
<p>The procedure includes details of the changes to corporate card use which came into effect on 1 February 2021. These changes have already been implemented, with comprehensive training provided, and included:</p> <ul style="list-style-type: none"> • Introduction of revised corporate card transaction and monthly limits • Reduction of timelines for the suspension of unreconciled corporate cards • Mandating attaching of corporate card documentation to OneSchool Finance (for school cardholders) 		
1. Impacts to roles and responsibilities		
1.1 Does the new/updated content change staff roles/responsibilities <i>in any way</i> ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
1.2 If yes, select the type of change <input type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
N/A	N/A	N/A
2. Communication and support for implementation		
<p>All changes to corporate card processes have already been implemented and communicated across DoE. The changes to corporate card requirements were communicated across the Department as part of the Integrity and governance reform agenda. Corporate card training has been released and the Corporate Card Unit has communicated with all cardholders via email, survey and newsletters.</p>		
For further assistance, please contact: Corporate Card Unit, Finance Branch, 3034 5888. corporatecard.finance@qed.qld.gov.au		