



Transport Purchasing Card Policy

Transport is committed to the responsible use, management and administration of purchasing cards.

We take our responsibility to act with integrity, honesty, transparency and putting the public interest above personal interests at all times seriously. We establish a clear and consistent framework that sets out the roles and responsibilities for staff authorised to use, approve, amend, suspend or cancel a purchasing card.

This Policy and associated Agency purchasing card procedures 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.

Transport requires all agencies to ensure responsible and accountable purchasing card management and use by:

- Implementing a framework for the use of purchasing cards across all Transport agencies
- Issuing staff with a purchasing card in accordance with eligibility criteria and subject to completion of mandatory training
- Managing, recording and monitoring all purchasing card transactions in the applicable expense management system
- Embedding information security practices to ensure and maintain confidentiality and integrity of information
- Educating staff on responsibilities and accountabilities in the purchasing card lifecycle, including staff awareness of this Policy, the [Code of Conduct](#), Delegations Manual, and associated procedures and guidelines
- Promoting staff awareness of fraud and corruption prevention responsibilities and initiatives
- Managing breaches of purchasing card usage in accordance with relevant policies and procedures
- Continuously improving purchasing card practices and systems.

Rodd Staples
Secretary
19 May 2020

This Policy applies to the agencies listed below:

- Transport for NSW
- Department of Transport
- Sydney Trains
- NSW Trains
- RailCorp
- State Transit Authority
- Sydney Metro

This Policy applies to permanent, temporary and casual staff of the Transport agencies, staff seconded from another organisation and contingent workers including labour hire, professional services contractors and consultants.

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.